

Lander University Committee Assignments

Tuesday, August 8, 2023

Agenda Committee (2023-2024)

Appointed By: Ex Officio

Reports To Faculty Senate

Membership

Agenda Committee will consist of the Faculty Senate chair, chair-elect, secretary, and parliamentarian. The parliamentarian shall serve on the agenda committee and as non-voting member advise the chair on all matters of procedure at the meeting according to the latest revision of Robert's Rules of Order Newly Revised." The motion was approved by majority vote

Function

The Agenda Committee will prepare an agenda for each regularly scheduled meeting. The committee shall review the Faculty Handbook and recommend to the Faculty Senate revisions for clarity, consistency, and precision. The committee will forward to the appropriate office all Faculty Senate-approved policy and Faculty Handbook recommendations.

Procedure

At least five working days preceding a meeting of the Senate, the Agenda Committee will distribute the agenda to each Senator, to the faculty, to the President and Vice Presidents of the University, and to the Officers of the Board of Trustees. Agendas for special meetings will be distributed as expeditiously as possible. The Agenda Committee may allot a time period for agenda items.

Member	Title / Role	Term of Service
Emily Prince (Chair)	Associate Professor of Biology / Chair	Spring 2024
Sandy Singletary (Chair-Elect)	Professor of Art / Chair-Elect	Spring 2026
Elyse Donaubaer	Assistant Professor of Biology / COSM	Spring 2025
Carlos Mentley	Professor of Spanish / Parliamentarian	