

- e. receive from the Secretary of the Faculty Senate a copy of changes in the Bylaws of the Board of Trustees and communicate such changes to the Faculty Senate and the faculty;
 - f. serve as chair of the Executive Committee of the Faculty Senate;
 - g. appoint *ad hoc* committees;
 - h. appoint a parliamentarian at the first fall meeting of the faculty or Faculty Senate. The parliamentarian shall advise the Chair of the Faculty concerning proper parliamentary procedure at meetings of the Faculty Senate and the faculty. The parliamentarian shall serve for a one-year term and may be reappointed for an unlimited number of terms.
2. In the absence of the Chair at faculty meetings, the Vice-Chair of the Faculty Senate shall preside.
 3. The Secretary of the Faculty Senate shall keep the minutes and records of the meetings of the faculty. The Secretary shall preside over the meetings of the faculty in the absence of the Chair and Vice-Chair.

Section 4. Meetings of the Faculty

- A. The faculty shall meet at least three times during each academic year to conduct the business of the faculty. The Faculty Senate Executive Committee and the Provost shall determine and announce the dates of the meetings at the beginning of the fall semester.
- B. The agenda for all meetings of the faculty shall be determined by the Executive Committee of the Faculty Senate and be distributed to each member of the faculty and to administrative officers not less than one week in advance of each meeting. The agenda shall include the minutes of the last meeting of the faculty.
- C. A quorum for meetings of the faculty shall consist of thirty percent of the voting members of the faculty.
- D. The presiding officer at a faculty meeting shall not vote except to break a tie.
- E. Voting on all matters in meetings of the faculty shall be by voice vote, show of hands, or secret ballot. No absentee voting will be allowed except for the first ballot of elections.
- F. All elections shall be by secret ballot which may include the use of electronic devices to record votes.
- G. During regularly scheduled elections, faculty members will vote for candidates using a maximum of three ballots. On the first ballot, absentee ballots are included in the tally. Following the first ballot, those candidate(s) who have a majority of votes of those voting