

<b>BGSU Firelands</b> Governance Document Policy	Dean and Faculty Organization	Faculty Meetings
Approved by:	Date Revised 2-20-07	<b>FC 2112</b>

**PURPOSE**

Define the organization of faculty meetings.

**POLICY**

Meetings of the College Faculty and College Council should be held regularly.

Faculty chair will determine the meeting schedule and times of regular faculty meetings and College Council meetings at the beginning of each academic year.

Special meetings may be called by the Dean, the Chair of the Faculty, or by petition of 20% of the faculty.

The Faculty Chair shall send the agenda for all regular meetings to the faculty at least 48 hours in advance of the meeting.

Meetings are open unless an executive session is declared at which point non-voting members will be asked to leave.

***Attendance at all faculty meetings is the responsibility of each faculty member.***

Meetings shall be chaired by the Faculty Chair or by the Faculty Secretary in the absence of the Chair.

The meeting will be conducted according to *Robert's Rules of Order*, with disputes handled by the Parliamentarian. In cases of disagreement on procedure, the decision of the Parliamentarian shall prevail.

Voting on regular business matters will be by simple majority of those present and voting. A member may at any time move for a vote by secret ballot.

**REFERENCES**

BGSU Firelands Governance Document:  
Section 2111 *The College Faculty*