

COMMITTEE MEETINGS and RECORDS CHECKLIST:

1. SET **REGULAR MEETING** SCHEDULE FOR SEMESTER WITH DATES, TIMES, and LOCATIONS.

FALL SEMESTER – BY SEPTEMBER 1

- ____ 1. MEETING SCHEDULE – (Weekly, monthly, or other – committee discretion)

DAY	DATE	TIME	LOCATION (public and accessible)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- ____ 2. SEND REGULAR MEETING SCHEDULE TO SECRETARY OF THE SENATE: pauletta.king@eku.edu

- ____ 3. CONFIRM MEETING SCHEDULE POSTED TO SENATE WEBSITE: <http://facultysenate.eku.edu/>

- ____ 4. (Suggested) POST MEETINGS ON ECU TODAY: <https://ssl.eku.edu/prm.eku.edu/ekutoday/>

SPRING SEMESTER – BY JANUARY 31

- ____ 1. MEETING SCHEDULE – (Weekly, monthly, or other – committee discretion)

DAY	DATE	TIME	LOCATION (public and accessible)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

- ____ 2. SEND REGULAR MEETING SCHEDULE TO SECRETARY OF THE SENATE: pauletta.king@eku.edu

- ____ 3. CONFIRM MEETING SCHEDULE POSTED TO SENATE WEBSITE: <http://facultysenate.eku.edu/>

- ____ 4. (Suggested) POST MEETINGS ON ECU TODAY: <https://ssl.eku.edu/prm.eku.edu/ekutoday/>

CONTACTS TO SCHEDULE ROOMS:

Keen Johnson Faculty Center, erin.mccord@eku.edu

Crabbe Library, <http://library.eku.edu/reserve-rooms>

Other Locations ECU Conferencing: <http://conferencingandevents.eku.edu/facility-reservations>

2. Once the schedule of regular meetings is posted on the Faculty Senate website, no other notice is required to be sent to MEDIA. An AGENDA is NOT required for regular meetings. Regular meetings may be canceled, but if rescheduled become a SPECIAL MEETING (see Item 4 for Special Meetings).

3. ADDITIONAL GUIDELINES - No one will be required to identify to attend a meeting. Sign in sheets are not allowed. It is NOT required to allow anyone other than members of the committee to speak or address committee members. Committees may allow public comment.

4. PROCEDURE FOR HAVING A **SPECIAL MEETING** – Any meeting other than one on the published schedule that complies with the date, time, and location of the scheduled meetings is a SPECIAL MEETING. Meetings on the regular schedule may be canceled.

1. The chair or a majority of the members of the committee may call a special meeting.
2. An AGENDA is required for a Special Meeting and ONLY business on the agenda may be conducted. Place holders such as “general discussion” or “new business” not allowed.
3. NO LATER THAN 24 HOURS BEFORE SPECIAL MEETING – For External Compliance with Kentucky Revised Statutes regarding Open Meetings:

REQUIRED:

By COMMITTEE CHAIR (or designated rep of members calling meeting)-

This needs to be done BEFORE the 24-hour deadline to allow time for FS Vice Chair to notify media.

____ -Notify by email all **members** of the committee and the Faculty Senate **chair** and **vice chair** and Faculty Senate **secretary** of the time/date/location of meeting and the agenda.

____ -If meeting somewhere other than in Keen Johnson, post notice with time/date and name of committee meeting at the **site of the meeting**.
SEE SAMPLE NOTICE under STANDING RULES LINK FOR USE IN EMAILS AND SIGNS.

By FACULTY SENATE VICE CHAIR-

____ -Email notice of meeting with time, date, location, and agenda to the list of **media** contacts. (This email list provided by University Counsel office each time revised.)

____ -Email the notice with time/date and name of committee meeting at the Faculty Senate **to Nancy Davis**, nancy.davis@eku.edu, administrative assistant in Dean Zeigler’s office, who will print and post on board in hallway outside Faculty Lounge (meets requirement to post at agency headquarters).

SUGGESTED:

____ -Confirm posting of special meeting notice on Faculty Senate website.

____ -Time permitting, post notice of meeting to ECU Today (post by 11 a.m. for publication next day).

5. MINUTES ____ - Following approval of the minutes at the next regular meeting of the committee, immediately send minutes to the Faculty Senate Secretary for storage in the designated repository. Minutes do not become official until approved at the next regular meeting.

____ -A record for all votes taken will be included in the minutes and will register the vote of each member, the total votes cast, and the final action. Unanimous votes may be recorded by that notation.

____ -All minutes will reflect the names of committee members attending.

6. REPORTS Committee chair should file a report with the Secretary of the Senate of the activities of the committee to be included in the Faculty Senate Agenda Report.

This is the Kentucky Open Meetings and Open Records Laws from Legislative Research Commission report.

<http://www.lrc.ky.gov/lrcpubs/openmtgsrecords.pdf>

This includes the law and has explanations from AG office. Your Duty Under the Law – Guide from office of Attorney General. <http://ag.ky.gov/civil/civil-enviro/orom/Documents/YourDutyUndertheLaw.pdf>