

**PROPOSED OPERATING PROCEDURES OF THE  
YALE FAS SENATE, 2015-2016**

To be considered at the full meeting of the  
FAS Senate, September 10, 2015, 4-6 p.m., SSS 410

The Senate of the Faculty of Arts and Sciences at Yale will meet once per month during the academic year on Thursday afternoons, 4-6 p.m. The permanent location of the meetings has not yet been determined. The first meeting on September 10 will be held in SSS 410.

The schedule for 2015-2016 is as follows:

September 10 (closed meeting; senators only): SSS 410  
October 15  
November 19  
December 17  
January 28  
February 18  
March 10  
April 14  
May 19 (tentative; date changed due to a conflict with JBPO)

*Meeting formats.* The default format for Senate meetings is the “open meeting,” in which all Yale faculty members eligible to vote in Senate elections may attend and observe. On certain occasions, the Senate may designate a “closed meeting,” consisting solely of senators and invited guests. The Senate may also designate a “public meeting,” open to all members of the Yale public and the local community. Finally, on rare occasions, the Senate may call for a full town-hall meeting of the FAS.

In both the “open meeting” and the “public meeting” formats, the Senate will set aside a ten-minute period in which any eligible voting faculty member who wishes to speak may deliver comments of up to two minutes. In special circumstances this time period may also be extended by a majority vote of the Senate. Outside of this formal time period, the Senate will operate as a members-only forum, with speaking rights accorded to elected Senate members. Non-senators who wish to reserve a speaking slot may email the Senate Chair no less than two weeks before a scheduled Senate meeting. The speaker list will be first-come, first-served. Unfulfilled requests will roll over to the next Senate meeting.

*Attendance at meetings:* As per the implementation report adopted by the FAS in December 2014: In-person attendance at all meetings is expected of all senators, with the following stipulations:

-- “A recognized off-campus university leave (triennial faculty leave, parental leave, medical leave, etc.) not exceeding one semester will not invalidate the

term of a FASS member. However FASS members will be expected to attend monthly meetings during the semester on which they are on leave when they are in the New Haven area. The expectation that members attend all senate meetings whether or not on leave, unless they are away from the New Haven area, is a central responsibility of membership.”

-- “A leave of longer than a semester is incompatible with continued senate service. Junior faculty members should plan their two-year terms so that they do not conflict with their anticipated junior faculty year-long research leaves.”

-- “If an elected member should resign or otherwise be unable to fulfill the obligations of a member of the FASS, for example by taking a leave of more than one semester, or missing three or more meetings during a year in which there is no official leave, the executive committee of the FASS is empowered to appoint a temporary replacement member to serve until the next spring election.” For detailed procedures, see the implementation report.

-- Electronic attendance through skype (and similar means) is not permitted at Senate meetings. However all senators who cannot attend meetings are encouraged to express their views in writing to the Senate Chair at least two days in advance of Senate meetings. The Chair will convey the views of absent senators during the meetings, where appropriate.

*Meeting agenda.* The Senate Executive Council is responsible for establishing meeting agendas. Agendas will be distributed to senators by email and posted on a secure Classes v2 site, available to all Yale faculty eligible to vote in FAS Senate elections, at least one week in advance of scheduled meetings. Senators who wish to propose items for the agenda should submit requests in writing to the Senate Chair no less than two weeks in advance of the scheduled meetings. Every effort will be made to accommodate senators’ requests within the time constraints of the established meeting schedule. Eligible faculty members who are not senators may request an item for inclusion on the agenda simply by contacting one or more members of the Senate, who will use their own discretion in making a recommendation to the Chair.

*Minutes and recording.* The Senate staff director will be responsible for minutes at all Senate meetings, under the supervision of the Secretary/Deputy Chair. Brief but informative written minutes will be posted on a secure Classes v2 site, available to all Yale faculty eligible to vote in FAS Senate elections, no more than one week after each Senate meeting. Meetings will not be recorded or live-streamed in order to assure full and frank discussion among those present in the room. The Senate staff director may audio-record meetings for purposes of accuracy, but these recordings will not be distributed or permanently preserved.

*Executive Council.* The Executive Council consists of six members, elected by the Senate, with a Chair and Secretary/Deputy Chair elected by the Senate from among the members of the Executive Council. The Council must include two members from each of the three academic divisions, and at least one non-tenured member. The Chair and Secretary/Deputy Chair must represent different academic divisions.

From the implementation report: “For the initial FASS, council members will be elected to the council for their full initial terms, whether two or three years. After this initial period, executive council members will serve for a term of two years, renewable as in the case of FASS members for up to a total of three terms.”

The Chair and Secretary/Deputy Chair will be elected for one year, with the possibility of re-election to a second year in the position. No senator may serve as Chair for more than two consecutive years.

The Executive Council meets monthly on Thursday afternoons, 4-6 p.m., usually two weeks in advance of scheduled Senate meetings. The Council may also schedule additional meetings as necessary. Each tenured member of the Council will usually chair one additional Senate committee. Non-tenured members are not expected to (but are welcome to) chair an additional committee.

The Executive Council’s responsibilities include (but are not limited to): setting the agenda for full FAS Senate meetings; appointing Senate members to committees; acting as a rapid-response consultative body for issues of urgent university concern; updating and revising the Senate by-laws as necessary, preferably during a single meeting late in the spring semester.

The schedule of Executive Council meetings for 2015-2016 is as follows:

October 1  
November 5  
December 3  
January 14  
February 4  
February 25  
March 31  
April 28