

Education Council Operating Guidelines

Process for Setting Agenda:

Education Council members will submit agenda items to the Chair who will prioritize and finalize the agenda. The final agenda will be distributed by email at least one week (7 days) prior to the scheduled meeting.

Voting

1. A quorum is a majority of the voting members.
2. No less than a simple majority of all members eligible to vote is required to approve a motion.
3. Votes must occur in convened meetings. However, minutes can be approved by email.

Timeline for Posting Minutes:

Meeting minutes will be approved at the following meeting. Approved meeting minutes will be posted online within two (2) weeks of approval.

Attendance Requirements for Members:

If an Education Council member accumulates 3 unexcused absences during an academic year, that member's involvement will be discontinued.

Appointment of *Ex-Officio*, Non-Voting Members and Ad Hoc Groups:

The Education Council may have non-voting ex-officio members (eg Associate Deans). If an issue should arise requiring input from other sources, an ad hoc group may be formed.

Guests and Public Participation Rules:

Meetings of Education Council are public and may be attended by any interested individuals. These individuals may not participate in the business of the Council unless authorized by consensus of the Council membership.

Executive Session:

A vote is required to go into Executive Session (closed) as appropriate and allowed by State statute.

Approved by the Education Council February 8, 2006
Approved by the Dean's Council April 10, 2006
Revised by the Education Council June 11, 2008
Approved by the Dean's Council June 16, 2008
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