1. **Regular Meeting Agenda**
   The President of the Faculty Senate shall prepare an agenda for each meeting. Members of the faculty having items for consideration at a Senate meeting should notify the chairperson at least 10 days before the meeting.
   
   The order of business shall be:
   a. Call to Order
   b. Special Order of the Day (if any)
   c. Approval of Minutes
   d. Committee Reports:
      1) Standing Committees (3 minute time limit*)
      2) Ad Hoc Committees (1 1/2 minute time limit*)
      3) University Commissions/Councils/Committees (1 1/2 minute time limit*)
   e. President's Report (3 minute time limit*)
   f. Old Business
   g. New Business
   h. Adjournment

2. **Addressing the Senate**
   *Robert's Rules*, which is the official guideline to procedure for the Senate, does not grant voice in debate to any but members of the Body (elected Senators and alternates). This limitation does not apply to either Special Orders with invited guests or to the Free Speech period, if any. In addition to those two exceptions, the following standing exceptions are noted with respect to participation in debate:

   - The President and the Provost of the University, the Faculty Senate representative to the Board of Trustees, the immediate Past President of the Faculty Senate, Delegates to the Faculty Senate, and Honorary Faculty Senators, shall have voice but not vote in any Senate matters.
   - The Program Coordinator to the Faculty Senate shall have voice in any administrative matters.
   - The parliamentarian shall have voice on any matters pertaining to parliamentary procedure.
   - The Faculty Manual Editorial Consultant shall have voice on any matter pertaining to either the contents of or proposed revisions to the *Faculty Manual*.

   Other visitors to the Senate may request through any member of the Faculty Senate Advisory Committee that they be given voice on a specific issue, and that member of the Advisory Committee may request that privilege from the residing officer.

3. **Roll Call Votes**
   A roll call vote may be called for a motion from the floor, seconded from the floor, and passed if 20 percent of the senators vote in support of the motion.

4. **Resolutions and Standing Committee Reports**
   Normally, a written copy of all resolutions and standing committee reports will be provided to the Secretary for distribution to the members of Faculty Senate with the agenda for the forthcoming meeting. Otherwise, a resolution may be placed on the floor only after written submission to the Secretary and with the approval of 2/3 of the members present.

5. **Appointees**
   a. The Senate President shall appoint a Parliamentarian who shall also act as timekeeper at all meetings.
   b. The Senate President shall appoint a Faculty Manual Editorial Consultant for a three-year, renewable term, whose duties it shall be: (1) to consult with Senate officers and committees and any other groups or individuals recommending changes in the *Faculty Manual* to ensure that such recommendations are couched in language consistent with and appropriate to that of the *Manual*, and (2) to review the *Manual* to ensure that its contents are current and accurate.

6. **Assumption of Office**
   Newly elected senators and alternates shall assume office at the beginning of New Business of the regular April meeting each year.
7. **Alternate Senators**
Alternate senators shall be considered regular voting members of the Senate when they are substituting for a senator from their college. Otherwise, they shall be considered visitors.

8. **Nomination of Senate Officers, Grievance Board and Grievance Counselors**
The Executive and Advisory Committees in a joint meeting shall serve as a nominating committee, and these nominations shall be presented at the Senate meeting immediately prior to the election meeting. Nominations from the floor may also be made at the Senate meeting immediately prior to the election meeting, and at the Senate election meeting.

Each nominee (or a sponsor, if the nominee is unable to attend) shall give a brief statement at the election, and shall provide a one-page handout to Senate members detailing their relevant Faculty Senate and professional experience. Whenever possible, these handouts will be provided to the Program Assistant for distribution to the members of Faculty Senate with the agenda of the election meeting.

9. **Faculty Senate Delegates**
The Faculty Senate shall confer the status of "Delegate to the Faculty Senate" on two (full time) lecturers or senior lecturers from each College in recognition of the role of these special faculty ranks in the core University enterprise and of the importance of broad input into faculty-related concerns and policy. These delegates are elected in March by (full time) Lecturers and Senior Lecturers in each College, and serve 3-year non-successive terms. Delegates to the Faculty Senate shall not vote and are not considered members of the Senate in the Faculty Manual, but have the right to attend Senate functions and make themselves heard.

10. **Honorary Faculty Senator**
The Faculty Senate may confer the status of “Honorary Faculty Senator” on individuals who have rendered exemplary and sustained service to the faculty of Clemson University. Honorary Faculty Senators shall not vote or serve on Senate committees, but have the right to attend Senate functions and make themselves heard. Passed by the Executive/Advisory Committee on August 22, 2000.

11. **The Alan Schaffer Faculty Senate Service Award**
The Alan Schaffer Faculty Senate Service Award recognizes exceptional service on behalf of the Faculty Senate. Eligible nominees include Clemson faculty, staff or administrator, retired Clemson University employees, community members, or other individuals as approved by the selection committee, with strong preference given to individuals who have provided direct service to the Faculty Senate. Current Faculty Senate officers are ineligible. The award recipient will be determined by a selection committee comprised of the immediate past Alan Schaffer Faculty Senate Service Award recipient, the Faculty Senate President and one lead Senator from a college / Library different from that of the current Faculty Senate President, from a pool of nominees submitted by current and past members of the Clemson Faculty Senate.

*Time limits may be extended at the discretion of the Chair*