REGULATIONS GOVERNING UW-M FACULTY MEETINGS

I. Regular Meetings. The regular meetings of the University of Wisconsin--Milwaukee Faculty shall be held at such times as the Faculty shall determine. Regular meetings of the UW-M Faculty are held on the second Thursday of each month of the academic year at 3:15 p.m. in the Auditorium of the Main Building, Kenwood Campus. When the second Thursday of the month falls a holiday, the meeting is held on the first Tuesday following which is not a holiday. Faculty meetings shall adjourn not later than 4:45 p.m.

II. Special Meetings. Special meetings of the UW-M Faculty shall be held at the call of the Provost, or any two of the deans and/or directors of the academic units of the University, or any five members of the Faculty. It shall be the duty of the Secretary of the Faculty, UW-M to call special meetings as he may be directed.

III. Presiding Officer. The presiding officer of the UW-M Faculty shall be the Provost, or, in his absence, the Vice-Provost; in the absence of both, one of the deans or directors designated by the Provost; or, failing such designation, in the following order: Letters and Science, Education, Commerce, and Engineering.

IV. Committee of the Whole. Upon timely notice by the University Committee--Milwaukee to the Secretary of the Faculty, UW-M, the first thirty minutes of a meeting shall be set aside as a time for the Faculty to meet as a committee of the whole, with the University Committee--Milwaukee being given the responsibility of preparing the agenda for such periods.

V. Conduct of Business. The calendar for each meeting of the UW-M Faculty shall be prepared by the Administrative Committee--Milwaukee according to the following procedure:

A. Preparation of the Calendar. The Administrative Committee--Milwaukee shall meet in advance of each regular meeting of the UW-M Faculty and shall prepare the Calendar for such meeting. The Committee shall examine all matters submitted for the Calendar, and such matters as are found to be within the jurisdiction of the UW-M Faculty shall be placed upon the Calendar. The Committee shall also on its own motion, place upon the Calendar all matters within the jurisdiction of the Faculty which may require Faculty action at a specific time, or which ought to be brought to the attention of the UW-M Faculty.

B. Calendar for UW-M Faculty Meetings. All matters to be considered at any regular meeting of the UW-M Faculty shall be placed upon a Calendar, and only matters so appearing shall be considered at the meeting, except by unanimous consent. Matters to be considered at any regular meeting of the UW-M Faculty shall be submitted to the Secretary of the Faculty, UW-M by the person desiring such consideration not later than 3:15 p.m. noon of the week preceding such meeting. The matters shall be submitted in writing, and shall be accompanied by "copy" for such reports or statements as ought to be submitted in connection with the proposed business. A motion to place upon the Calendar any matter omitted from it may be made at any meeting of the Faculty, and if such motion is passed, the matter shall go upon the Calendar for the next regular UW-M Faculty meeting.

C. Special Reports and Speakers. As the last order of business, the Faculty may resolve itself into a Committee of the Whole to hear reports and speakers, within the time limit of the meeting. Notice of such reports and speakers shall be included in the Calendar as the last order of business under the title, Committee of the Whole.
D. Automatic Consent Business. As the first item of business for any UW-M Faculty meeting, the Administrative Committee--Milwaukee shall have indicated and arranged any administrative actions or informational reports of any committee of the UW--M, or any School, College, or Division of the UW--M that may appear to be suitable for passage by "automatic consent." Matters indicated in the Calendar for "automatic consent" passage shall be called up and passed in a body unless the UW--M Faculty shall otherwise direct. But any member of the UW--M Faculty has the right to call up and debate any matter recommended for automatic passage.

E. Publication of the Calendar. The Calendar as prepared by the Administrative Committee--Milwaukee, including both automatic consent business and regular business, shall be mimeographed or printed and sent, by the Secretary, to each member of the UW-M Faculty not later than the Tuesday preceding the Faculty meeting.

F. Calendar for Special Meetings. The Calendar for a special meeting of the UW--M Faculty shall as far as possible, be prepared in advance of such meeting, and be made up in the same manner as the calendar for regular meetings. Business of special meetings shall be limited to the Calendar.

G. Minutes of the UW--M Faculty Meetings. A copy of the minutes of each UW--M Faculty meeting shall be sent by the Secretary of the Faculty, UW--M to each member of the UW--M Faculty promptly after such meeting. The minutes, copies of which are thus sent out, shall stand as approved, unless at the next regular Faculty meeting, the Faculty otherwise determines.

H. Serial Numbers of UW--M Faculty Actions, etc. The reports of various committees as published in the Calendar, and reports or actions taken by various College, School, or Divisional Faculties, and other matters included in the Calendar and the Minutes shall be identified by some form of serial number to be devised by the Secretary of the Faculty, UW--M.

I. Confidential Business. Proposed business of a confidential nature, such as discipline, shall be indicated on the Calendar and published Minutes by title or in other brief form and explained on the floor of the UW--M Faculty meeting.

J. Postponement of UW--M Faculty Meetings. For extraordinary reasons, UW--M Faculty meetings may be postponed by the Provost or the officer designated by him to preside over the Faculty meeting, for a period not to exceed fourteen days. Notice of such postponement shall include the date of the postponed meeting.