

1)

2.1.2.3 The Senior professor and retired faculty will elect one representative from among the Senior Professor and retired faculty. The adjunct faculty will elect one representative from among the adjunct faculty. **The representative chosen to represent the adjunct faculty and the representative chosen to represent the retired faculty shall receive a stipend for their service in this capacity.**

2)

3.2.2. The Senate Chair will preside at Senate meetings; confer with the President of the University on a regular basis; serve as a full participating member of the President's Cabinet; **provide the Senate an advance agenda of Senate meetings in a timely manner**, inform the faculty about the activities of the Senate at least twice during an academic year; prepare a written annual report of the Senate's activities; serve as a faculty representative at University functions; report on behalf of the faculty and participate in meetings as requested by the President of the University or members of the Board of Trustees, to the Board of Trustees on behalf of the faculty; and appoint the McEniry Award for Teaching Excellence nominations and selection committees.

3)

3.4.2. The Senate Secretary/Treasurer will take minutes at all Senate meetings and distribute a draft of the Senate minutes ****** to the Senate representatives for their approval in a timely manner and present the minutes to the faculty in a timely manner through email and/or through the posting the minutes to the Senate website**; oversee the Senate website; oversee the Senate budget; distribute copies of the Faculty Bylaws and Senate Bylaws (DeLand Campus and Celebration) to newly-elected Senators; ensure that appropriate condolence cards are sent to faculty and memorial books ordered; ensure that Senate records are updated and deposited in the University Archives; **ensure and oversee the posting of all Senate records to the Senate website**; oversee and conduct Senate membership elections; serve as the official repository of Senate policy and procedure statements which will be kept in a Senate Policies and Procedures Notebook; conduct Senate mailings (both paper and electronic); oversee faculty electronic communication lists; and keep the Senate electronic communications list(s).

****** (3.4.2) (extracted language) “to the faculty within two weeks of the meeting”**

4)

3.5.2. The Senate Parliamentarian will review the Faculty and Senate Bylaws; ensure that the Senate is in compliance with the Bylaws; chair any Senate committee formed to amend the Faculty and/or Senate Bylaws; chair the Faculty Policies and Procedures Committee; **oversee the construction of all Faculty Senate Policy and Procedure Statements; update the Faculty Senate Policy and Procedure Statements in the Faculty Senate Policies and Procedures Notebook; maintain and store the Faculty Senate Policy and Procedure Statements;** track and record actions taken by the Faculty and administration in response to Senate resolutions and endorsements. **Policy and Procedure statements may be proposed by any Faculty Senate member and will become formalized within the Faculty Senate Policy And Procedures Notebook following approval by majority vote of the present and voting members at the following meeting of the Faculty Senate.**