



## **STANDING RULES OF THE FACULTY SENATE**

1. It shall be the responsibility of the chairs of the Senate standing committees and the chairs of university faculty standing committees to verify the continuing presence on the George Mason University faculty of all members of each committee. Committee (co)chairs shall be responsible for notifying the Chair of the Senate Committee on Nominations of any vacancies.
2. Each elected Senate standing committee and University faculty standing committee shall include members from at least three colleges or schools. Membership in University faculty standing committees are determined by the Organization and Operations Committee and should contain at least one senator.
3. Committee chairs may submit business items and reports for inclusion in the Senate agenda on behalf of their committees before the meeting agenda is posted. Senate committee chairs may also bring new business to the floor during their committee reports on behalf of their committees. Any member of the General Faculty may submit items of business for inclusion in the agenda prior to the agenda being posted. Items that are clearly aligned with the responsibilities of a specific Senate or University Standing Committee shall be referred to that committee. All other items shall be referred to the Organization and Operations Committee, which shall refer items to the committee it deems most appropriate; the Organization and Operations Committee shall report its referrals at the next regular meeting of the Senate.
4. When practical, Senate meetings shall be recorded for the convenience of the clerk and secretary in preparing minutes. These recordings, however, are to be considered temporary records for the sole purpose of creating and ascertaining the accuracy of minutes; recordings shall be deleted after the minutes of the meeting have been approved. The approved minutes—along with agendas and attachments—shall be preserved in the University Archives.

When the Rector, President, Provost, members of the Board of Visitors, or representatives of administrative offices engage with the Senate, their comments shall be transcribed in the minutes along with the question to which they are responding.

5. The Executive Committee of the Senate is composed of the Senate President, the Senate Secretary, the chairs of Faculty Senate Standing committees, and the chair of the Faculty Handbook Committee. The responsibilities of the Executive Committee are to meet regularly with the Provost, Executive Vice President for Finance and Administration, and the Vice Provost for Faculty Affairs and Development, and other members of the central administration as needed for discussion and resolution of matters raised by Senate Standing Committees and the broader faculty. The Executive Committee shall act for the Senate during the summer months, when the full Senate does not normally meet.
6. Each standing committee of the Senate shall produce an annual report at the end of the academic year that identifies accomplishments and completed tasks, a record of participation of committee members, and a list of items of business remaining unfinished. These reports should be sent to the Senate Clerk and will be published on the Faculty Senate website.

*(revised on March 19, 2025)*