

**Current wording:**

**E. Secretary.**

1. **Designation.** The Provost and the Executive Committee shall designate a Secretary of the Senate (the Secretary) for a five-year term with potential for re-appointment. The Provost and the Executive Committee shall appoint (or re-appoint) an alternate to the Secretary of the Senate every year (no later than September meeting). The Secretary shall be a University Employee who holds an exempt position.
2. **Duties.** The Secretary shall:
  - attend Faculty Senate meetings and write and disseminate the minutes of the Faculty Senate meetings;
  - maintain a list of Standing Committees;
  - administer Academic Calendar Guidelines;
  - establish and maintain appropriate Faculty Senate information on the Drake website through appropriate channels;
  - distribute an updated copy of the Senate Rules and Regulations, as well as other documents deemed appropriate by the Senate Executive Committee, to all members of the Senate prior to the September meeting;
  - serve as an ex officio non-voting member on Senate Executive Committee; and
  - perform other duties as described throughout these rules.

**IV. Committees, A. Standing Committees of the Senate., 2. The Senate Executive Committee**

The Senate Executive Committee is composed of the President, who will serve as Chair, the President-Elect, who shall serve as Vice-Chair, the Secretary as ex-officio and a Senator from each of the following:

**Proposed Wording:**

**E. Secretary.**

1. **Designation.** The Provost and the Executive Committee shall designate a Secretary of the Senate (the Secretary) for a three-year term with potential for re-appointment. The Secretary shall be a University Employee.
2. **Duties.** The Secretary shall:
  - attend Faculty Senate meetings and write and disseminate the minutes of the Faculty Senate meetings;
  - maintain a list of Standing Committees;
  - administer Academic Calendar Guidelines;
  - establish and maintain appropriate Faculty Senate information on the Drake website through appropriate channels;
  - distribute an updated copy of the Senate Rules and Regulations, as well as other documents deemed appropriate by the Senate Executive Committee, to all members of the Senate prior to the September meeting; and
  - perform other duties as described throughout these rules.

**3. Deputy secretary.** The Provost and the Executive Committee shall appoint (or re-appoint) a deputy Secretary of the Senate every year (no later than September meeting). The deputy secretary shall:

- attend Faculty Senate meetings and display the agenda, motions, and any proposed amendments
- if the Secretary is unable to attend a Faculty Senate meeting, write and disseminate the minutes of the meeting

**IV. Committees, A. Standing Committees of the Senate., 2. The Senate Executive Committee**

The Senate Executive Committee is composed of the President, who will serve as Chair, the President-Elect, who shall serve as Vice-Chair, and a Senator from each of the following: