

LSU School of Public Health Faculty Assembly Operating Procedures

This Faculty Assembly (FA) operating procedures manual takes effect upon approval by the FA. It and operating procedures of each FA committee will be posted on the FA web site.

FA members, FA committee membership, and FA officers

1. The FA secretary keeps the membership list and the FA e-mail distribution list current. In order to accomplish this, the secretary regularly requests a faculty membership update from each program director.
2. The membership of FA standing committees has to be kept full and current. The chair of the Bylaws Committee notifies the dean and program directors not later than June 15 of each year that the program should appoint replacements of program designees before the new fiscal year starts.
3. Regular election of officers and committee members is handled by the Bylaws Committee.
 - a) The chair of the Bylaws Committee notifies all committee chairs of upcoming vacancies due to term expirations no later than May 1. This allows each committee to prepare for any transition in committee membership.
 - b) The chair of the Bylaws Committee initiates nominations for vacant offices from Faculty Assembly members via e-mail for elected positions not later than by May 31 of each year.
 - c) The chair of the Bylaws Committee communicates the election results without delay, not later than by June 30 of each year, to FA members, the dean, and the program directors.
 - d) For committees that require student participation, the membership is finalized, in cooperation with the President of SGA, not later than by August 31 of each year.
 - e) If an appointed committee member resigns during the year, the chair of that committee must notify the Chair of the Bylaws Committee, who notifies the dean and/or corresponding program director without delay so that the replacement can be appointed or elected.
4. The FA secretary is responsible for keeping the FA website current. This includes the list of Officers and the list of FA Committee members, as well as official meeting and committee minutes, the schedule of regular FA meetings, approved FA resolutions, etc.
5. The FA secretary keeps copies of all FA documents, such as agendas, minutes, resolutions, and all FA and FA committee operating procedures in electronic form in a secure folder on a backed up server.
6. The FA President attends the Administrative Council meetings. The FA president may delegate this responsibility to another FA officer.
7. The chair of each FA committee is responsible for the committee meeting schedule, and for keeping the copies of committee operating procedures, minutes, and reports (in electronic form) in a secure folder on a backed up server.
8. All committees who will be undergoing changes in chairs must plan for the orderly transition of the chairmanship and other ongoing committee activities no later than July 15. This

includes facilitating a meeting once all new members have been established in order to select a new chair.

FA meetings and FA committee meetings

1. The first Assembly meeting at the beginning of each academic year is held on the third Friday in August of each year
2. At its first meeting, the FA members establish by vote the meeting schedule for the entire fiscal year. The FA secretary arranges for the new meeting schedule to be posted on the FA web site without delay.
3. At the beginning of each year, not later than July 15, the FA president appoints a member of each committee still not having a chair to convene the first committee meeting to elect a chair.
4. The FA secretary distributes the draft of the FA meeting minutes within one week after the meeting.
5. After each FA Committee meeting, the chair of the committee submits the minutes to the FA secretary. The FA secretary arranges for the minutes to be posted on the FA web site. The FA committee minutes are not subject to FA approval.
6. Before each FA meeting, the FA committees' chairs submit brief written reports to the FA president and secretary. The FA secretary distributes the reports to all FA members prior to the FA meeting.
7. All committee reports and additional documents become part of the FA minutes.
8. Oral presentation of each FA committee's report, which is not debatable at the FA meeting, is limited to 2 minutes.
9. Recommendations of FA committees, which are not subject to confidentiality, are presented in the form of motions to the FA.
10. FA resolutions are submitted in the form of motions to the FA. After approval (following *Robert's Rules of Order*) the FA secretary transmits the Resolution to the dean and posts it on the FA web site without delay.

Changes to FA Operating Procedures

1. Any FA member can recommend changes to the FAOP to the Executive Board.
2. The FA Executive Board will review the FAOP at the beginning of each year and move for adoption of any changes at the first FA meeting of the year.
3. The changes to the FAOP are adopted by a majority vote of members present at the FA meeting.

Approved at the FA meeting on Friday, September 30, 2011.