

Timeframe for Agenda Items and Proposals

This policy outlines the process by which the department tracks and documents its business and ensures timely enactment of proposals. Thus, unless extraordinary circumstances suggest a need to depart from the regular process, at least two weeks should pass between meetings to allow dissemination and discussion of information.

This process assumes that information is made readily available to all in a timely manner, and that all are able to participate in deliberations and votes necessary to conduct department business, according to department voting policies.

I. Agenda items are assigned a category on each department meeting agenda:

- Information items
- Discussion items
- Action items

A. **Information items.** The chair, curriculum directors, or other faculty members share information that requires no deliberation or action.

Information items typically include regular reports of committees and event and other announcements.

An information item that needs no action does not appear on the agenda for the next meeting.

If an information item generates a proposal, then that item is designated as a discussion item for the next meeting.

B. **Discussion items.** These are items that require deliberation and a vote by the department.

Examples of discussion items include: proposals for new concentrations, policy revisions, and other issues described in the Department Bylaws.

All available information related to a discussion item will be distributed to the faculty at **least a week before the scheduled meeting**. Information may be distributed by email or hard copy in mail slots, as long as each department member has timely access to it.

A discussion item will not be voted on following the meeting at which it is initially discussed. Exception may be made if a majority of those present at a department meeting vote to bring a discussion item to a vote, at which point the normal voting procedure takes place.

Under certain circumstances—for example, discussion indicates that substantial

additional work or research is needed—a discussion item may reappear as a discussion item at a second meeting. The chair may assign the item to a committee for further development before bringing it up again for discussion at the next meeting.

- C. **Action items.** Action items have been discussed, and are ready for a vote following the meeting when they are scheduled.

Votes on action items take place according to department policy.

An action item may be deferred to the following meeting by a majority vote of those present at the meeting.

To ensure timely action, discussion and action items may be continued only once unless unusual circumstances pertain.