

Standing Rules of Order for the University Council

- The University Council shall meet on the 2nd Monday of each month.
- Meeting order will follow a standard agenda.
- Agenda items will be received in the Provost's Office no later than 2 weeks prior to the meeting.
- The agenda and supporting documentation will be distributed to the membership no later than one week prior to the scheduled meeting.
- Special meetings of the Council may be called for unfinished and/or pressing business matters.
- Sub-Councils of the University Council will be:
 - Sub Council on Budget and Strategic Planning
 - Sub Council on Effectiveness
 - Sub Council on University Governance Organizations
- Ad-hoc bodies will be established as needed
- The University President serves as the Chair of the University Council.
- A Vice Chair, who will preside at all meetings of the Council, will be the University Provost.
- New terms of appointment will start in July at the beginning of each fiscal year.
- Parliamentary Procedure according to Robert's Rules of Order will be used.
- A "Period for Public Comment" will be enforced for all policy items prior to a vote by the Council. [Policy Development and Administrative Rulemaking](#)