

Quorum
Compiled by Patrick Wilson, September 2010

The presence of a quorum at a properly called meeting—whether of a committee, a division, or the faculty as a whole—is necessary for business to be legally conducted. Any action taken in the absence of a quorum or outside of a properly called meeting is null and void. The Faculty Handbook defines a quorum as a majority (i.e., more than half) of the voting members. Faculty members on leave count in determining a quorum for faculty and divisional meetings; *ex officio* voting members of committees count in determining a quorum for committee meetings.

A meeting must be held in a single physical location, with all members having the opportunity for “simultaneous aural communication” (*RONR* [10th ed.], p. 1). The Handbook does not authorize meeting or voting by phone or email.

Regular Faculty Meetings: dates are stipulated in Faculty Handbook and can be changed only by amending Handbook.

Special Faculty Meetings: called by President, by Dean of Faculty, or upon written request of majority of faculty; one week’s written notice required.

Adjourned Faculty Meetings: set by motion at regular or special meeting to continue unfinished business before next regular meeting.

Divisional Meetings: called by Academic Affairs Committee member elected by division.

Committee Meetings: called by (elected or appointed) committee chair; for new committees, called by first-named member or by any two members.

<u>Quorum</u>	<u>Voting Members</u>	<u>Body</u>
50	98	Faculty (current figures)
20	38	Humanities Division (current figures)
17	33	Social Science Division (current figures)
14	26	Natural Science Division (current figures)
5	8	Honors Council; Gender Issues, Lectures and Programs Committees
4	7	Human Research Review, International Studies, Professional Development, Student Affairs, Athletic Committees
4	6	Academic Affairs, Admissions and Financial Aid, Assessment, Faculty Affairs (one nonvoting member), Faculty Appointments Committees
3	5	Grievance Committee
3	4	Health Sciences, Budget-Audit, Benefits Committees