

BGSU Firelands Governance Document Procedure	Dean and Faculty Organization	Officers and Representatives
Approved by:	Date Revised September 29, 2009	FC 2122

PURPOSE

Identify officers of the College Faculty Organization and representatives of the College, term of office, and duties.

POSITION	TERM OF OFFICE	DUTIES	REF
ASSOCIATION OF UNIVERSITY REGIONAL CAMPUSES OF OHIO (AURCO) Representative	Elected for two year term to begin following spring commencement.	Attends statewide meetings and reports back to faculty.	
COLLEGE COUNCIL	Elected for one year term to begin following spring commencement	Attends regularly scheduled meetings and communicates information back to departments.	2011 2112 2121 3011-3022 4011 4021 4311 5011 5311 9011
ELECTION COMMITTEE	One representative elected from each department for one academic year.	Organizes and presides over faculty elections.	2121
FACULTY CHAIR (Officer of the College Faculty Organization)	Elected for 12 months to begin following spring commencement.	Presides over College Council and faculty meetings. Appoints members to secondary committees considering qualifications and wishes. Appoints ombudsman and parliamentarian. Serves as faculty representative to the Firelands College Advisory Board. Designates a faculty member as acting secretary in the absence of the Faculty Secretary.	2112 2121 3011 3121

FACULTY SECRETARY (Officer of the College Faculty Organization)	Elected for 12 months to begin following spring commencement.	Records, reproduces, and distributes the minutes of all meetings of College Council and Faculty meetings to faculty and administrative staff. Works with Instructional Services Office to keep a permanent file of all minutes and other materials deemed important. Records all roll calls and votes. Presides over College Council and faculty meetings in the absence of the Chair.	2112 2121 3011
FACULTY SENATOR (College Representative)	Elected for 36 month term to begin following spring commencement.	See Academic Charter	2121 3011 Charter section IV, A and B
OHIO ASSOCIATION OF TWO YEAR COLLEGES (OATYC) REPRESENTATIVE	Elected for two year term to begin following spring commencement.	Attends statewide meetings, receives organization mail and reports back to faculty.	
OMBUDSMAN	One year appointment made by Faculty Chair..	Ex-officio member of Human Relations Committee.	5011 6011
PARLIAMENTARIAN	One year appointment by Faculty Chair. Selected from College Council membership.	Handles disagreements on procedure in accordance with <i>Robert's Rules of Order</i> .	3011
UNDERGRADUATE COUNCIL Representative	Elected for 36 month term to begin following spring commencement.		2121 3011