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TO: Dr. Patricia Humphrey, Chair, Senate Executive Committee  
FROM: Bruce Grube, President   
DATE: April 20, 2006  
SUBJECT: April 18, 2006, Faculty Senate Recommendation:  
**Timely Provision of Agenda Materials**

Following review of the recommendation adopted by the Faculty Senate at the April 18, 2006, Faculty Senate meeting, as provided in your memo of April 19, 2006, I have approved the motion below presented to the Senate by Dr. Clara Krug.

**MOTION:**

That Section 108.03 in the *Faculty Handbook*, "Bylaws of the Faculty Senate," be revised to include the following statement in Article II--Membership and Meetings, Section 3.:

Senators will receive in writing any item intended for notification, discussion, or action at least 2 work days in advance of the Senate meeting at which said item will appear on the agenda, and they will receive copies of any documents related to said agenda item at least 2 work days in advance of the Senate meeting. For purposes of these "Bylaws," the work week is defined as 8:00 a.m. on Monday until 5:00 p.m. on Friday when classes are in session.

The current Section 3 will be renumbered as Section 4, and the current Section 4 will be renumbered as Section 5.

**RATIONALE:**

The Senate Parliamentarian suggested at the March 27 meeting of the Senate that this agenda item appear in the *Bylaws* and that I identify a specific section in which to include it.

gm

c: Dr. Linda Bleicken  
Dr. Nancy Shumaker  
Ms. Candace Griffith