

Proposed Revisions to the Constitution regarding the responsibilities and election of the Secretary.

ARTICLE IV OFFICERS OF THE FACULTY

Section 3: Secretary

A Secretary of the Faculty shall be elected at-large. ~~;~~ **The Secretary** shall keep minutes and all other records of the meetings of the Faculty, the Faculty Council, and the Faculty Executive Committee; ~~and~~ shall conduct all correspondence of the Faculty, the Faculty Council, Faculty Executive Committee and the Chair of the Faculty Academic Planning and Budget Committee **and shall promote communication between the Faculty Council and the faculty.** **In the event that the President-elect or the Past-President is unable to complete the assigned term of office, the Secretary shall assume the duties of that office.**

ARTICLE VI ELECTIONS

Section 3: Election of Officers

The election of the President-Elect shall be held in the Spring of even-numbered years. The elected individual **for the position of President-elect** will serve as **in that position President-Elect** for one year, as President for the next two years, and as Past-President for the next one year. ~~The election of the Secretary shall be held in the Spring of each year.~~ **The election of the Secretary of the Faculty shall be held in the Spring of odd-numbered years.** The Secretary shall serve for **two years.** ~~one year.~~ If for any reason an elected officer of the Faculty cannot **complete the assigned term of office** ~~fulfill the duties of his office~~, an election for that office shall be held in accordance with this Article. The officers of the Faculty and the members of the Faculty Executive Committee shall assume their new terms at the conclusion of the final Faculty Council meeting of the academic year. The members of the Faculty Executive Committee not elected at large shall serve two-year terms, staggered so that half of them shall be elected each year.