

# UNIVERSITY AT ALBANY

## UNIVERSITY SENATE

Senate Chair: Susanna Fessler [Fessler@albany.edu](mailto:Fessler@albany.edu)  
 Senate Secretary: Danielle Leonard [dleonard@albany.edu](mailto:dleonard@albany.edu)  
 Senate Recorder: Gail Cameron [gcameron@albany.edu](mailto:gcameron@albany.edu)

2011-2012 SEC & SENATE Meeting Schedule	Deadline to submit Agenda Items, Materials, & Council Summaries <small>[Agenda items &amp; materials should be submitted to the Chair and copied to the Recorder and the Secretary. Council Summaries need only be submitted to the Secretary].</small>
SEC September 12, 2011 2:45 pm, University Hall 306	<b>**Friday, September 2nd 12pm</b>
SENATE September 26, 2011 2:45 pm, Campus Center Assembly Hall	<b>Friday, September 16<sup>th</sup> 5pm</b>
SEC **Wednesday, October 12, 2011 2:45 pm, University Hall 306	<b>**Tuesday, October 4<sup>th</sup> 12pm</b>
SENATE October 24, 2011 2:45 pm, Campus Center Assembly Hall	<b>Friday, October 14<sup>th</sup> 5pm</b>
SEC November 7, 2011 2:45 pm, University Hall 306	<b>Friday, October 28<sup>th</sup> 5pm</b>
SENATE November 21, 2011 2:45 pm, Campus Center Assembly Hall	<b>Friday, November 11<sup>th</sup> 5pm</b>
SEC November 28, 2011 2:45 pm, University Hall 306	<b>Friday, November 18<sup>th</sup> 5pm</b>
SENATE December 12, 2011 2:45 pm, Campus Center Assembly Hall	<b>Friday, December 2<sup>nd</sup> 5pm</b>

<p style="text-align: center;"><b>SEC</b> January 23, 2012 <b>2:45 pm, University Hall 306</b></p>	<p style="text-align: center;"><b>**Thursday, January 12<sup>th</sup></b> <b>12pm</b></p>
<p style="text-align: center;"><b>SENATE</b> February 6, 2012 <b>2:45 pm, Campus Center Assembly Hall</b></p>	<p style="text-align: center;"><b>Friday, January 27<sup>th</sup></b> <b>5pm</b></p>
<p style="text-align: center;"><b>SEC</b> <b>**Wednesday, February 22, 2012</b> <b>2:45 pm, University Hall 306</b></p>	<p style="text-align: center;"><b>**Tuesday, February 14<sup>th</sup></b> <b>5pm</b></p>
<p style="text-align: center;"><b>SENATE</b> March 5, 2012 <b>2:45 pm, Campus Center Assembly Hall</b></p>	<p style="text-align: center;"><b>Friday, February 24<sup>th</sup></b> <b>5pm</b></p>
<p style="text-align: center;"><b>SEC</b> March 19, 2012 <b>2:45 pm, University Hall 306</b></p>	<p style="text-align: center;"><b>**Thursday, March 8<sup>th</sup></b> <b>12pm</b></p>
<p style="text-align: center;"><b>SENATE</b> April 2, 2012 <b>2:45 pm, Campus Center Assembly Hall</b></p>	<p style="text-align: center;"><b>Friday, March 23<sup>rd</sup></b> <b>5pm</b></p>
<p style="text-align: center;"><b>SEC</b> April 16, 2012 <b>2:45 pm, University Hall 306</b></p>	<p style="text-align: center;"><b>**Thursday, April 5<sup>th</sup></b> <b>12pm</b></p>
<p style="text-align: center;"><b>SENATE</b> April 30, 2012 <b>2:45 pm, Campus Center Assembly Hall</b></p>	<p style="text-align: center;"><b>Friday, April 20<sup>th</sup></b> <b>5pm</b></p>
<p style="text-align: center;"><b>SEC</b> <b>**Wednesday, May 2, 2012</b> [TENTATIVE] <b>2:45 pm, University Hall 306</b></p>	<p style="text-align: center;"><b>**Tuesday, April 24<sup>th</sup></b> <b>12pm</b></p>
<p style="text-align: center;"><b>SENATE</b> May 14, 2012 [TENTATIVE] <b>2:45 pm, TBD</b></p>	<p style="text-align: center;"><b>Friday, May 4<sup>th</sup></b> <b>5pm</b></p>

## **Relevant Information pertaining to material submissions:**

### **Bylaws:**

**3.4.3 The Secretary shall prepare and distribute the agenda at least one week before Senate meetings, in consultation with the Senate executive committee. The agenda must contain all items submitted by any Council or any Senator at least 10 days before the meeting.** The Secretary shall maintain a public record of attendance of all Senators and shall give notice, at least ten days before the next Senate meeting, to any Senator whose seat could be declared vacant after an additional absence, as specified in section 8. The Secretary shall oversee preparation and distribution of the minutes and of a summary of recent and upcoming business.

### **Charter:**

VIII.3.4. Council chairs shall provide council schedules and, as possible, agendas to the Senate Secretary to be posted at least one week in advance.

VIII.3.6. Council chairs shall verbally report at each Senate meeting, and preferably supply in advance a brief written report to the Secretary for inclusion in a summary of council activity to be available at the meeting. That report shall distinguish between informational sections, reports of actions, and recommendations for action.