

From the Bylaws:

Article II. Section 3 — Officers of the Senate

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.

Article II. Section 4 — Executive Committee of the Senate

4.4 The Executive Committee shall address issues facing the University when it interprets those issues to fall under the Rights and Responsibilities of the Faculty as defined in Article 1, Section 2. In addressing these issues, the Executive committee shall:

- 4.4.1 Initiate actions to be considered by appropriate Senate Councils or Committees;
- 4.4.2 Review and discuss issues forwarded from Councils or emerging issues facing the University;
- 4.4.3 Review and discuss proposed bills and other Senate actions and guide ongoing activities, but not prevent bills from being placed on the Senate agenda;

Article II. Section 7 — Calendar and Meetings of the Senate

7.7 The agenda shall be prepared by the Secretary of the Senate, in consultation with the Executive Committee, provided that:

- 7.7.1 any Senator shall have the right to place items on the agenda by submitting such items to the Chair of the Executive Committee at least ten days before the scheduled meeting;
- 7.7.2 the agenda for each meeting shall permit the introduction of new business at the meeting itself when approved by a two-thirds vote of the Senators present and voting

From the Charter:

Section VII: The Executive Committee of the Senate

VII.5. The Executive Committee shall review proposals and agenda items and may recommend for or against them. The Executive Committee shall either refer a proposal to an appropriate Council or place it on the Senate agenda. The Executive Committee may not prevent such items from appearing on the Senate Agenda.