

### III. The Assembly

#### **Section 1. Membership**

All academic faculty and administrative-support faculty holding at least half-time appointments shall be members of the Assembly. In addition, all officers of the recognized student government and all classified staff serving on Assembly committees shall be members of the Assembly.

#### **Section 2. Election of Officers, Committees, and Standing Committees**

- a. The Assembly shall be responsible for determining and publicizing a mechanism for electing Assembly officers and for electing members to and filling appointments on Assembly committees.
- b. The Assembly Chair, Vice Chair, Secretary, and Parliamentarian shall be elected by the Assembly. The Assembly officers shall serve one-year terms and are eligible for reelection. Vacancies shall be filled by special elections.
- c. The classified staff shall fill by election all designated classified staff positions on Assembly committees.

#### **Section 3. Duties and Responsibilities of Officers**

- a. The Assembly Chair shall preside over all meetings.
- b. The Assembly Vice Chair shall preside in the absence of the Assembly Chair or when the Assembly Chair takes the floor.
- c. The Assembly Secretary shall be responsible for the preparation of the minutes of all Assembly meetings. The minutes should report only the range of discussion and action taken and shall be subject to additions and corrections only by the Assembly. Within two weeks following each meeting of the Assembly, the Secretary shall distribute the minutes to all members of the campus community and place a copy in the library where a permanent file shall be maintained.
- d. The Parliamentarian shall advise the Assembly Chair on the propriety of actions according to rules and procedures adopted by the Assembly. Where there is no explicit rule or procedure, or where interpretation is in doubt, the most recent edition of *Robert's Rules of Order* shall govern.

#### **Section 4. Meetings, Agenda, Quorum**

- a. The [Eastern Oregon University](#) Assembly shall hold at least one regular meeting each quarter. Special meetings may be called by the Assembly Chair, the University President, the Executive Committee, or by request of not less than ten (10) members of the Assembly. Special meetings must be announced no later than three (3) school days prior to the intended

meeting. An emergency meeting may be called only by the Executive Committee with a minimum of twenty-four (24) hours notice.

- b. The call for all meetings shall include the agenda for the meeting.
- c. A quorum shall consist of no less than one-half of the Assembly members.

### **Section 5. Executive Session**

The Assembly may, by majority vote, declare an executive session wherein only members of the Assembly and others required by Oregon law shall be present.

### **Section 6. Duties and Responsibilities**

- a. The Assembly, as the policy-making and legislative body, shall exercise general legislative authority and responsibility for educational matters concerning Eastern Oregon University delegated to it by policies of the Oregon State Board of Higher Education and the University President. If the President should disagree with any action of the Assembly, the President shall be responsible for reporting the reasons for the disagreement to the Assembly.
- b. The duties and responsibilities of the Assembly would generally include the following:
  - 1. To establish appropriate policies and review procedures and regulations governing all educational matters of the University program. This would generally include the following areas of concern: curricula, academic functions, admissions, honors, athletics, student activities, awards, financial aid, student behavior, and campus events. The establishment of standards for graduation or graduation with honors is reserved for the teaching faculty and shall be accomplished by a special vote of Assembly members holding teaching appointments.
  - 2. To establish and review the actions of standing and *ad hoc* Assembly committees.
  - 3. To review the actions of the Executive Committee.
  - 4. To receive and discuss reports from the University President and other University administrative officers or to request such reports on any matter affecting the University.
  - 5. To discuss and act upon any measure or question appropriate to the function of the Assembly.
  - 6. To consider and decide any matters related to the interpretation of the Constitution and Bylaws.
  - 7. To delegate any of the above duties and responsibilities.

### **Section 7. Voting**

Open, individual voting shall occur within the Assembly. There is no provision for proxy votes. The most recent edition of *Robert's Rules of Order* shall govern secret

ballots. If a ballot is required external to a Assembly meeting, the notice of the balloting time shall be distributed to all Assembly members and ballots shall be cast at designated polling sites. A list of eligible voters shall be placed at each site. A validated list of individuals casting ballots shall be maintained by the University President's Office.

[Responsible for Accuracy: [Assembly Secretary](#) -- Last Verified: 5/2006]