**This template is provided to assist committee chairs to satisfy the reporting requirements found in Faculty Senate Bylaws, Article III, Section 2. Please note the following applicable provisions:**

***The Chair of each Faculty Senate Committee shall report at least once each semester to the chair of the Executive Committee regarding the business conducted by the Faculty Senate Committee….***

***It shall be the responsibility of committee chairs to monitor their committee membership’s status and any vacancies (whether occurring by repeated absence, leave of absence, resignation or retirement), and promptly report any occurring vacancies to the Senate leadership.***

**Email completed reports to** [**facultysenate@unt.edu**](mailto:facultysenate@unt.edu)**. Rev. 11-2021**

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***Report to the Faculty Senate Executive Committee* Date:**  January 22, 2024

**“x” or circle: X**  **Mid-year report**   **End-of-year report**

**Committee Name**: Faculty Senate Charter & Bylaws Committee

**Chair or Co-Chairs: Jennifer Lane**

**Meetings for the term/year:** [insert dates of all meetings to-date, whether electronic or in-person]

10/18/2023

**Membership and Attendance** (year-to-date attendance record):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group Represented, committee office, if applicable** | **Name** | **Department or administrative unit affiliation** | **Term End**  **(if applicable)** | **Meetings Attended** | **Meetings Absent / # Excused** |
| Senate Past Chair/Delegate | Jennifer Lane | MUVS | 2024 | 1 | 0 |
| Co-chair |  |  |  |  |  |
| Secretary |  |  |  |  |  |
| Senator I | Doug Campbell | LIBR | 2026 | 1 | 0 |
| Senator II | Denise Catalano | CHPS | 2024 | 1 | 0 |
| Senator III | Mike Sexton (temporary senator) | MGMT | 2023 | 1 | 0 |
| FPOC Chair | William Cherry | MATH | 2024 | 1 | 0 |
| Group V |  |  |  |  |  |
| Group VI |  |  |  |  |  |
| Group VII |  |  |  |  |  |
| Group VIII |  |  |  |  |  |
| At-large |  |  |  |  |  |

*(Add lines as needed)*

**The Executive Committee establishes charges for each standing committee and may amend them as needed; alternatively, the standing committee may propose amended charges, composition, etc., by making a written proposal and sending to the Faculty Senate office** [**facultysenate@unt.edu**](mailto:facultysenate@unt.edu)**.) Do your committee charges remain relevant? If not, what changes to the charges do you propose?**

**Accomplishments (including items submitted for review or approval to the Executive Committee or Faculty Senate): Outgoing chair, Denise Catalano brought the committee up to date on recently discussed items and advised that no actions were needed at this time, following the major revision of the Charter & Bylaws passed by the Senate in 2023. Both Denise Catalano and William Cherry announced that they would be retiring at the end of 2023.**

**Ongoing/future projects: None at this time. No new issues have been brought forward that require action by this committee.**