**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:**  5-9-2022

**“x” or circle:** \_\_  **Mid-year report X Year-end report**

**Committee Name**: Charter and Bylaws

**Chair or Co-Chairs: Sophie Morton (Group I – WLLC)**

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

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

**These column and row titles may vary based upon the nature of the committee composition. Please highlight names of members missing three or more meetings.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Group Represented, committee office, if applicable** | **Name** | **Department or administrative unit affiliation** | **Term End**  **(if applicable)** | **Meetings Attended** | **Meetings Absent / # Excused** |
| Chair  Group I | Sophie Morton | WLLC | 2022 | ALL |  |
| Group II | Jodi Philbrick | Information Science | 2023 | ALL |  |
| Group III | William Cherry | Mathematics | 2022 | ALL |  |
| Group VIII | Jennifer Lane | Vocal Studies | 2023 |  | Excused |
| Faculty Policy Oversight Committee | Adam Chamberlin | Dance and Theater | 2022 | ALL |  |

**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?**

* The revised Charter and Bylaws documents were ratified by UNT Faculty vote. One approved by the President the new Charter will go into effect, at which point there will not be a need for the CBL committee

**Accomplishments (including items submitted for review or approval to the Executive Committee or Faculty Senate): [bulleted list or narrative]**

* Chair met with OGC to discuss proposed changes to documents
* Finalized minor edits (non-substantive) to Charter and Bylaws documents based on OGC feedback
* Prepared language summarizing most significant changes written to Charter & Bylaws to be added as to voting message sent to Faculty.

**Ongoing/future projects: [bulleted list or narrative]**

* Possible work on either documents if they are not approved by the President.