Section 1.0 There shall be a standing executive committee of the Academic Senate, hereinafter referred to as the Senate Executive Committee (SEC).

1.1 The SEC shall be composed of nine voting members, including the Speaker, Speaker-elect, Clerk, the Chair of the University Educational Policies Committee, the Chair of the Faculty Affairs Committee, the Chair of the Graduate Council, the Chair of the Faculty Budget Advisory Committee and the two Statewide Academic Senators.

a) The Speaker shall chair the SEC.

1.2 The duties of the SEC shall be to:

a) Advise the Speaker on matters of procedure and the agenda for Academic Senate meetings.

b) Advise the President of the University on the appointment of faculty members to institutional and advisory committees.

c) Coordinate the work of the Academic Senate, Committees of the Academic Senate and Committees of the General Faculty.

d) Act for the Academic Senate whenever the Academic Senate cannot achieve a quorum. Such actions must be presented to the Academic Senate for ratification at the next scheduled Academic Senate meeting.

e) Annually prepare the slate of nominees for positions open on the Committee on Committees.