ARTICLE XI
PROCEDURE AND VOTING

Section 1. Dispute on Procedure
In the event of a dispute on a matter of parliamentary procedure, the Assembly will be bound by Robert's Rules of Order.

Section 2. Quorum
A Quorum of the Assembly shall consist of at least two-thirds of its members.

Section 3. Agenda
a. Agenda items may be proposed by any member of the Assembly by submitting them to the chair of the Assembly in writing.

b. The agenda for each meeting will be published and distributed to the faculty at least three working days before the meeting.

c. Agenda items requiring a vote by the Assembly shall be distributed to the Membership at least two weeks prior to the meeting where the vote will take place.

Section 4. Minutes
Minutes shall be published and distributed to the entire faculty within four working days after approval by the Assembly.

Section 5. Voting
a. Voting on all questions put before the Faculty Assembly shall be initiated by the chair, using the following methods:

1. Hand or voice, or

2. a secret ballot, which shall be performed by electronic device; with said electronic device having been approved for use by the Executive Board, or

3. a roll call vote.

b. All votes concerning the recommendation or appointment of personnel to councils and committees of the Assembly shall be decided by secret ballot.

c. A roll call vote on any other matter before the Assembly may be requested by any member of the Assembly. Upon request, the chair shall poll the Assembly by a hand count. If a majority of those voting agree, the vote shall be by roll-call.
d. Voting on all matters before the Faculty Assembly shall be conducted with the eligible voting member being physically present, and having signed the attendance form.

e. Voting on all matters before the General Faculty shall be by voice vote. If a majority of those voting agree, the vote shall be by roll call.