

Professor Wilson

Section IV: E. 1.
Appendix D.

1. Add the following sentences:

A quorum is defined as two thirds of the membership for a committee that has twenty or fewer members; and a quorum is defined as a majority (50% plus one) of the membership for a committee that has more than twenty members. **A list of all committee members who were absent during a vote on a personnel action will be forwarded with the recommendation. The committee may develop policies to designate certain absences as excused absences.**

2. Add the following sentence:

Absences should be considered in annual evaluations.

3. Change "two-thirds" to "three quarters" and "a majority (50% plus one)" to "two thirds".

If everything is accepted it will read:

A quorum is defined as three quarters of the membership for a committee that has twenty or fewer members; and a quorum is defined as two thirds of the membership for a committee that has more than twenty members. A list of all committee members who were absent during a vote on a personnel action will be forwarded with the recommendation. The committee may develop policies to designate certain absences as excused absences. Absences should be considered in annual evaluations.