

Changes to Academic Staff Policies and Procedures 13.03

CHAPTER 13 UNIVERSITY ACADEMIC STAFF ASSEMBLY

13.03. Meetings.

- A. **Meeting notification.** As specified by Wisconsin State Statutes, meeting notification and the agenda will be posted. Posting sites will include Bascom Hall and other locations as designated by the ASEC to ensure broad notification.
- B. **Regular meetings.** The Assembly will hold regular meetings at 3:30 p.m. on the second Monday of each month during the academic year. If the second Monday of the month falls on a legal holiday, the meeting is held on the first subsequent Monday that is not a legal holiday. The announced day, time and place of the meeting may be changed at the discretion of the ASEC **or Academic Staff Assembly** ~~with the consent of the chancellor or provost~~. Regular meetings may be canceled by the **Academic Staff Assembly, or by the** chancellor or provost with consent of the ASEC, if there is no significant business to be transacted.
- C. **Place of meeting.** The Assembly shall meet in a room designated annually, unless some other place is specified in the notice of the meeting.
- D. **Special meetings.** Special meetings of the Assembly shall be held at the call of the chancellor or provost, or the ASEC, by written petition to the ASEC by 15 Assembly representatives, or upon written petition to the ASEC by at least 100 members of the academic staff holding a paid appointment at UW-Madison. Notice of a special meeting shall be sent to each representative so as to be received at her or his office at least 24 hours prior to the meeting.
- E. **Quorum.** A Quorum is a majority of the voting members of the Assembly as defined in 13.02.AB.
- F. **Parliamentarian.** The Secretary of the Academic Staff will provide a parliamentarian for the Assembly.