

### 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 with the consent of the chancellor or provost. Regular meetings may be canceled 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 members of the Assembly as defined in 13.02.A.
- F. **Parliamentarian.** The Secretary of the Academic Staff will provide a parliamentarian for the Assembly.
- G. **Agenda.**
  - 1. Preparation. The ASEC and the Secretary of the Academic Staff, in conjunction with the Chancellor or Provost, shall prepare the agenda for meetings of the Assembly. **The agenda will contain the following items, in the order determined by ASEC: Call to Order, Approval of the Minutes, Announcements, Informational Reports by the ASEC and Committees, Opportunity to ask questions of (a) the Chancellor or Provost and (b) the ASEC chair, Old Business, and New Business.** Distribution. The Secretary of the Academic Staff will distribute the notice of every regular or special meeting of the Assembly to all members of the Academic Staff Assembly and their alternates, the University Committee Chair, the Associated Students of Madison, and the Secretary of the Faculty. For regular meetings the notice, the meeting agenda and related documents, including the text of any proposed Assembly legislation, will be sent to all representatives, their alternates, ASEC members, and the chancellor or provost at least seven days before the meeting.
  - 2. Additions to Agenda. Items for consideration will be added to the agenda upon written request of any representative or on written request of any 15 members of the academic staff having a paid appointment at UW-Madison. The deadline for submitting such requests to the ASEC shall be ten working days prior to the Assembly meeting.
- H. **Order of Business.**
  - 1. **Opportunity to Ask Questions of the Chancellor, Provost, or ASEC Chair Period.**
    - 1. ~~Questions for the Chancellor or Provost. Representatives and other members of the academic staff may address questions to the chancellor or provost.~~
      - a. ~~The ASEC Chair (or designee) shall preside during the questions to the chancellor~~

- ~~or provost, and the amount of time will vary at the discretion of the ASEC Chair.~~
2. Questions for Leadership. All members of the University community may submit questions for (a) the Chancellor or Provost and (b) ASEC Chair. ~~Questions for the ASEC Chair.~~
  3. Filing of Questions. Assembly representatives, other members of the academic staff, members of the University Committee, and other members of the University community (i.e., faculty, classified staff, and students) may file questions with the ASEC at least three working days prior to the Assembly meeting.
  4. Order of Questions. Questions shall be listed in order of their delivery to the ASEC, with questions from the academic staff given priority. A document containing these questions shall be available for each member of the Assembly at the beginning of the meeting.
  5. Supplementary Questions. Any member of the Assembly may ask supplementary questions arising out of the reply to the principal question. It shall be the duty of the presiding officer to prevent the presentation of supplementary questions from becoming a debate.
  6. Questions from the Floor. Assembly representatives may raise questions from the floor. ~~Time permitting, the presiding officer may allow questions from the floor by~~

**Proposed language for ASPP revision for new standing committee of the Assembly  
Added to ASPP Chapter 14. COMMITTEES OF THE UNIVERSITY under 14.12 Committees  
of the Academic Staff Assembly**

3. Mentoring Committee.

*Responsibilities.* The Mentoring Committee Promotes professional and personal development among academic staff by:

- documenting and communicating campus mentoring programs, activities and resources for academic staff.
- working with current university resources to provide available mentors for incoming academic staff.
- developing and delivering campus presentations and workshops on mentoring.
- partnering with campus groups and committees, like CASIs, to develop mentoring opportunities for professions or title series.

a. *Committee Size.* The Mentoring Committee shall consist of nine members.

b. *Membership.*

- i. *Eligibility.* Members of the academic staff holding a salaried appointment shall be eligible to serve on the Mentoring Committee providing they are not excluded under 14.12.B.3.c.ii.
- ii. *Exclusions.* No more than two members may be from the same district or three members from the same school, college or division.

c. *Terms of Office.* Mentoring Committee members shall serve for three-year terms, beginning July 1. There is no limit to the number of terms a member may serve.

d. *Election Processes.*

- i. One-third of the Mentoring Committee shall be elected each year.
- ii. The Nominating Committee shall prepare a slate of nominees that exceeds the number of vacant seats assuring broad representation of academic staff regarding professional interests, employing unit, and funding source. .
- iii. Nominees may be added to the slate by motion from the floor or by petition by ten academic staff members.
- iv. Election will be in the spring by ballot to Assembly representatives following the meeting at which the slate is presented. Those candidates receiving the most votes from all the valid ballots cast will fill the vacant positions providing the provisions of 14.12.B.3.c.ii are met. If one of the top candidates is ineligible, the next eligible candidate with the most votes will be elected.

e. *Chair(s).* The chair (or co-Chairs if the Mentoring Committee so elects) will be elected by majority vote of the Committee at its first meeting each year. In the case of a tie vote, the ASEC chair will cast the deciding vote.

f. *Vacancies.* Vacancies will be filled by appointment by ASEC from a list of nominees supplied by the Nominating Committee. The appointed committee member will serve until the next regular election for that seat.

g. *Recall.* The Assembly may consider recalling a member of the Mentoring Committee on recommendation of a majority of the committee members. If there is a tie vote, the Academic Staff Executive Committee may appoint one or more members of the Assembly to consult with the Mentoring Committee and report back to the ASEC. If a recommendation to recall a committee member is made by committee vote or after a

recommendation from a consultant(s), the recall will require a majority vote by the Assembly. If a member of the Mentoring Committee is recalled, the procedures in 14.12.B.3.g. shall be followed to select a replacement.