

February 14, 1980

Dear Faculty Senator:

As you may recall, the Faculty Senate recently passed an amendment to the Constitution which calls for a caucus in each college shortly after the spring elections to serve as an orientation session for newly-elected senators.

According to the Constitution, the purpose of this caucus (called by the college's outgoing member of the By-Laws, Amendments and Elections Committee) is three-fold:

- i) The current members of the Senate shall provide the newly-elected members with a brief orientation to the Faculty Senate.
- ii) The current members of the Senate shall provide a description of the duties and responsibilities of each of the standing committees.
- iii) The senators who will be serving during the forthcoming year shall elect from their number one senator to serve on each of the standing committees, commencing with the May meeting of the Faculty Senate.

Hopefully, the newly-elected senators will wish to attend the March and April meetings of the Senate as observers. They should also be urged to attend meetings of their respective committees even though their terms do not commence officially until the Senate meeting in May.

The members of the By-Laws, Amendments and Elections Committee respectfully request that you make every effort to attend this important college caucus. Your enthusiasm and expert guidance will certainly help insure the continued success of our Faculty Senate. The BAE Committee members in your college will notify you of the date and time for your college caucus. We appreciate your cooperation.

Sincerely,

Linda Pulsinelli, Chairperson
By-Laws, Amendments &
Elections Committee

LRP:jmw