

# Officer Duties for Tennessee Tech University Faculty Senate

## Past President

Serves as mentor and counselor to the seated president  
Meets with the ~~Hewlett Packard~~ Executive Committee  
Attends regularly scheduled meetings of the Faculty Senate  
Serves in the capacity of the Faculty Senate President, if appropriate  
Other as dictated by need of the Faculty Senate

## President

Official representative of the Faculty Senate  
Presides over all Faculty Senate meetings

- Calls the meeting to order on time
- Recognizes members entitled to the floor
- States and puts to a vote all questions that legitimately come before the Senate
- Announces the results of each vote and the effect of the

Serves in the role of parliamentarian during business meetings

- Follows *Robert's Rules of Order*
- Enforces rules of debate, order and decorum

Official representative of the Faculty Senate at the request of the Faculty Senate President