

RULES OF THE FACULTY SENATE

I. Committee Rules

Section 1. Senate committees may be asked to present progress reports from time to time at the discretion of the Executive Committee. When a progress report is listed on the agenda for a Senate meeting, the chair or the chair's designated delegate shall report what progress the committee is making. If delays have been encountered, this report shall indicate their nature.

Section 2. Formal reports by Senate committees, both those intended to provide information for the Senate and those recommending substantive action by the Senate, shall be published and distributed to all senators along with the agenda for the Senate meeting where they will be considered. Formal reports shall consist of: (a) the committee's recommendations for substantive action (when applicable); and (b) an explanation.

- a. The committee's recommendations shall be published in the form and manner in which the Senate is asked to adopt them. The names of those committee members who approved the recommendations during committee deliberations and who are prepared to support them during Senate debate shall appear at the close of this section of the report.
- b. The explanation shall include the list of the full committee membership and, when applicable, shall identify those supporting the majority report and those in the minority. It shall include a list identifying non-committee members who assisted the committee in any manner. It shall summarize the data compiled, the issues that arose during deliberations, and the manner in which each issue was resolved. The explanation should be so presented as to enable senators to understand the basis of the recommendations.

Section 3. Members who do not support the committee recommendations may submit minority reports, either individually or collectively. Minority reports shall likewise be published and distributed together with the majority report, and in all other respects shall follow the form prescribed in Section 2, above.

Section 4. The Faculty Senate shall, subject to the supervision and control of the Board of Trustees of the University as delegated through the academic administration, participate in the making of academic policy and to speak on behalf of faculty for the academic affairs of the University, including the academic rules, regulations, policies and standards regarding undergraduate students (Constitution of the Faculty Senate, Article II, E). The Faculty Senate establishes the following committees with these stated charges. In carrying out their duties, the committees will make recommendations to the Senate. Upon approval, the Senate will forward committee recommendations to the Provost. The chairs of each Senate Committee shall be selected by the President of the Faculty Senate as described by Article IV. 1. A. 10 of the Faculty Senate Bylaws. The Faculty Senate President, at their discretion, may ask the Faculty Senate Committee on Committees for assistance with the selection of the Senate Committee chairs. Once the Senate Committee chairs are determined the remaining membership of each Senate Committee shall be determined by Faculty Senate Committee on Committees appointment except for the Senate Committee on Committees whose members shall be selected by the Executive Committee. Its chair shall be selected by the President of the Faculty Senate as described by

Article IV.1.A.8 of the Bylaws of Faculty Senate. Each Faculty Senate Committee will consist of one representative from each college granting an undergraduate degree, and the University Libraries and the Jesup Scott Honors College. Faculty from any college with fewer faculty than the number of standing Faculty Senate committees may waive their right to representation on select committees after consultation with the Faculty Senate Committee on Committees. Exceptions to this general committee membership rule are specified in the details below.

- a. Senate Committee on Constitution and Rules. The Senate Committee on Constitution and Rules shall study and report on proposals to amend the Constitution of the Faculty Senate and its Bylaws and Rules and the Bylaws of the Board of Trustees where such Bylaws amendments fall within the jurisdiction of the Faculty Senate. In addition to the members described in this Section of these Rules of Faculty Senate, this committee shall have two additional members; one each who represent: (a) the College of Medicine and Life Sciences, and (b) the College of Law. The committee shall be responsible for distribution to the faculty via the University webpage of amended versions of the Constitution, its Bylaws and its Rules.
- b. Senate Committee on Academic Regulations. The Senate Committee on Academic Regulations shall study and make recommendations on proposals to create or amend academic rules, policies and regulations of general application to undergraduates at the University, including admissions, curriculum, and grading. In addition to the members described in this Section of these Rules of Faculty Senate below, this committee shall have two additional members; one each who represent: (a) the College of Medicine and Life Sciences, and (b) the College of Law.
- c. Senate Committee on Faculty Affairs. The Senate Committee on Faculty Affairs shall study and make recommendations on matters of common interest to all faculty (union and non-union faculty) including, but not limited to, policies concerning faculty responsibility, rights and welfare, excluding those matters covered by the most recent Collective Bargaining Agreement in effect between The Board of Trustees for The University of Toledo and The American Association of University Professors, University of Toledo Chapter. The Senate Committee on Faculty Affairs shall act as a liaison between the Faculty and the Administration on said matters.
- d. Senate Committee on Student Affairs. The Senate Committee on Student Affairs shall act as a liaison between the faculty, the student government, and the administration on matters of common interest that fall within the jurisdiction of the Faculty Senate, and shall study and make recommendations on such matters. In addition to the members described in this Section of these Rules of Faculty Senate this committee shall have two additional members; one each who represents: (a) the College of Medicine and Life Sciences, and (b) the College of Law.
- e. Senate Committee on Elections. The Senate Committee on Elections shall be responsible for the annual reapportionment of Faculty Senate seats and for administering the provisions of the Bylaws of the Faculty Senate and these Rules concerning the conducting of elections.

Senate Committee on Academic Programs. The Senate Committee on Academic Programs shall

study, report on, and make recommendations on proposals to create new undergraduate degree programs and on proposals that modify existing undergraduate degree programs by adding, substituting or deleting courses or to delete existing programs. The committee will review and make recommendations on all proposals that it reviews in a timely manner not to exceed 30 days. Items reviewed and approved by the committee will be brought to the floor of the Senate as consent agenda items at the next regular meeting of the Senate. Deans may request an expedited review of academic program changes that are critical for accreditation or other significant reasons. The Provost's office may appoint a representative to this committee at its discretion.

With respect to graduate curricular and educational matters, the Graduate Council Executive Committee shall appoint a liaison to the Faculty Senate to give periodic reports on graduate curriculum and other issues related to graduate education. The Faculty Senate will have no jurisdiction concerning nor oversight of the graduate curriculum.

- f. Senate Committee on Undergraduate Curriculum. The Senate Committee on Undergraduate Curriculum shall act as a reviewing and recommending body for new undergraduate course proposals or changes in courses where, in the committee's judgment, the courses and changes impact across colleges. The committee will monitor curricular offerings for unnecessary course duplication and inconsistencies in credit hour/contact hour ratios. For information purposes, course deletions will be reported because such course deletions may impact other departments and colleges. The committee will review and make recommendations on all proposals for new courses or amendments to existing courses that it reviews in a timely manner not to exceed 30 days. Items reviewed and approved by the committee will be brought to the floor of the Senate as consent agenda items at the next regular meeting of the Senate. Course proposals will be made available to representatives before the Senate meeting. The entire set of proposals will be considered approved unless one or more senators request that a specific proposal be brought to the table for discussion, tabling or a vote. Items tabled will be sent back to the committee. Deans may request an expedited review of curriculum matters which are critical for accreditation or other significant reasons. The Provost's office may appoint a representative to this committee at its discretion.
- g. The Senate Committee on Committees. The Senate Committee on Committees shall review the overall Faculty Senate committee structure. In addition to the members described in this Section of these Rules of Faculty Senate below, this committee shall have two additional members; one each who represents: (a) the College of Medicine and Life Sciences, and (b) the College of Law. It shall make recommendations to the Executive Committee of the Faculty Senate regarding new committees that may be desirable, as well as regarding committees that are inactive or whose functions have become redundant and should be eliminated or consolidated into one or more other committees. The committee shall resolve jurisdictional disputes between committees.
- h. The Senate Committee on the Core Curriculum. The Senate Committee on the Core Curriculum shall act as a reviewing and recommending body for formulating and articulating guidelines for the implementation of the University-wide core curriculum, for reviewing and recommending courses to be included in the core curriculum, for collecting data on core course offerings, and for monitoring syllabi to ensure that course objectives meet core requirements. The committee will review and make recommendations on all proposals that it

reviews in a timely manner not to exceed 30 days. Items reviewed and approved by the committee will be brought to the floor of the Senate as consent agenda items at the next regular meeting of the Senate. This committee shall oversee the implementation of the University's Transfer Module and approve courses that are proposed for inclusion in the document. This committee will institute and implement ongoing assessment methods for evaluating the efficacy of the University core curriculum. Membership on this committee shall be determined by Faculty Senate Committee on Committees, and must include one representative from the University Libraries, Jesup Scott Honors College and one faculty representative from each of the colleges that grants an undergraduate degree. The Provost's office may appoint a representative to this committee at its discretion.

Section 5. Appointments of Faculty Senate representatives to University administrative standing committees and committees of The Board of Trustees with faculty membership shall be made by the Executive Committee of the Faculty Senate following Senate elections and preceding the year in which such appointments are to be held. Such appointments shall be made anew each year as needed. Faculty representatives to these committees may be asked to present progress reports from time to time at the discretion of the Executive Committee of the Faculty Senate. In addition to the foregoing, the Executive Committee of the Faculty Senate shall be responsible for recommending faculty representatives for university committees appointed by the President of the University, its Provost or other administrative bodies; provided, however, that such recommendations shall be made by the Executive Committee of the Faculty Senate only after said Executive Committee has requested nominations, by written communication or by e-mail, in the discretion of the Executive Committee, for each such position from the faculty. Such nominations shall be duly considered but not be binding upon the Executive Committee of the Faculty Senate in making its recommendations. Faculty members nominated by the Executive Committee of the Faculty Senate for appointment by the President of the University, its Provost or other administrative bodies as faculty representatives on University committees shall serve no longer than four consecutive years. The President of the University of Toledo may appoint additional faculty representatives to university committees at the President's discretion.

II. University Faculty Elections Rules

A. Definitions

University Faculty Elections are elections of members to the University Faculty Senate. Election of faculty members as representatives of the faculty to committees or bodies other than the ones specified above and the University Committee on Academic Personnel and the University Committee on Sabbaticals, and those provided for in Article III of the Bylaws, shall be by the Faculty Senate in accordance with the rules in this article.

1. Electorate. The members of the faculty eligible to serve as representatives to the Faculty Senate shall constitute the electorate for University Faculty Elections. When so specified in the relevant Constitution, Bylaws or Rules, mention of the electorate in these articles also shall refer, where appropriate, to the faculty within an individual college.

2. Eligibility. All members of the faculty who are members of the electorate described in Article II, Section A.1 of these Rules (above) shall be eligible for election in a University Faculty Election, subject to those limitations set forth in these Bylaws that require representation on a college basis.

B. Responsibility for Election Procedures and Time of Elections

1. The Faculty Senate shall be responsible for the conduct of University Faculty Elections.
2. The Senate Executive Committee shall appoint a standing Senate Committee on Elections, and that committee shall be responsible for supervising University Faculty Elections and making a recommendation to Faculty Senate between electronic and paper balloting.
3. The nominating procedure for University Faculty Elections shall commence as soon as possible after promotions have been announced in the spring semester, or five weeks before the last day of classes in the spring semester, whichever is earlier.
4. Except in unusual circumstances, the nomination ballots for all University Faculty Elections shall be forwarded to the electorate on the same day, and all election ballots shall be forwarded to the electorate no more than two weeks later. When faculty members must be elected to fill unexpired terms, such elections may be conducted at other times in accordance with the procedures described in Sections C and D below.
5. The Senate Executive Committee shall notify the faculty of the results of elections no more than three weeks after distribution of the election ballots.

C. Election Procedures

1. Using the college list and apportionment instructions as defined in Article I, Section 2 of the bylaws of Faculty Senate and having been adopted by Faculty Senate, the Senate Committee on Elections shall prepare nomination ballots for each college in all University Faculty Elections. The eligibility of faculty members for election shall in all cases be determined by the Constitution, Bylaws or Rules stating the requirements for eligibility. Individual faculty may only be nominated in one college (the college in which they teach the majority of their courses) in any one election cycle. Changes in eligibility must be forwarded to the Senate Committee on Elections prior to the first day of elections.
2. The listing of names on nomination and election ballots shall be done by a process of random selection.
3. The electorate from each college shall receive individual nomination ballots listing all faculty members from its college eligible for each position to be filled. The electorate may vote for as many persons as there will be nominees for each position, in accordance with the following table:

Number of Vacancies	Numbers of Persons to be Nominated	Number of Votes Cast on Nominating Ballot
1	5	5
2	7	7
3	8	8
4	9	9
5 or more	Twice the number of vacancies	Twice the number of vacancies

4. The persons receiving the highest numbers of votes shall be nominated.
5. Immediately after tabulation of the nomination ballots, the Senate Committee on Faculty Elections shall notify nominees that they have been nominated. Nominees who wish to have their names withdrawn shall so notify the committee within 48 hours, and the runner-up shall become a nominee.
6. Election is by plurality vote of the electorate. Each member of the electorate may vote for as many nominees as there are vacancies. Election of senators to represent a college shall be made by the electorate from that college. In case of a tie among two or more nominees, the Senate Committee on Elections shall draw lots to determine a winner.
7. The Senate Committee on Elections shall keep a complete record of the results of the elections.
8. If any senator resigns from or otherwise becomes ineligible, the college that elected that senator shall promptly hold an election to fill the position for the balance of the senator's term. Said election may be conducted by the college by its college governance body pursuant to its own rules and procedures or by the Senate Committee on Elections in accordance with these procedures, at the discretion of the college governance body. If a senator is on leave or sabbatical for any period during the senator's term on the Senate, and such senator chooses not to serve as a senator during such period, or if a senator is unable to serve during any academic semester of the elected term for any reason, including but not limited to illness or schedule conflicts, the college governing body of the college the senator represents shall select a replacement to serve during such period of leave, sabbatical, or other inability to serve.

D. Conduct of Elections

1. Nomination and election ballots shall be distributed to the faculty either electronically or in paper format as determined by Faculty Senate each election cycle. Both electronic and paper formats must follow procedures that verify ballots were submitted by eligible members of the electorate while preserving the anonymity of voter identities.

If paper ballots are used, they shall be distributed by interoffice mail and canvassed according to the criteria detailed in 2 and 3.

2. All paper ballots distributed to the faculty as a single set shall be returned together as a single set and deposited in the locked box provided for University Faculty Elections. Ballots shall be placed in an unsigned envelope, which shall be enclosed in another envelope, which bears the words "University Faculty Election," and the voter shall sign this envelope. All envelopes should be sealed; the contents of an unsealed envelope will not be tabulated. They shall be returned by interoffice mail or carried in person to the Faculty Senate office where they shall be deposited in a locked box placed there by the Senate Committee on Elections. Ballots must be returned no later than two weeks following the date of their distribution to the faculty. Failure to comply with any of these provisions shall result in the invalidation of a ballot.
3. The canvass of the vote shall consist of three stages. First, the envelopes of all ballots shall be checked for the validity of the signature. Once each envelope has been checked, it shall be opened and the inside envelope shall be placed in a box with all other unmarked envelopes so as to preserve the confidentiality of each person's vote. Third, the unsigned envelope shall be opened and the votes tabulated. Notwithstanding the foregoing, if a validly signed envelope is opened and contains a ballot that is not inside an unsigned envelope, such ballot shall be placed in the box with the unsigned envelopes and shall be counted when the votes are tabulated.
4. A description of the nomination and election procedures, together with the information contained in Article II.D.2, shall be distributed to the faculty with the ballots.

III. Elections of University Committee on Academic Personnel (UCAP) and University Committee on Sabbaticals (UCS)

A. Definitions

This section applies only to faculty who are covered by the University Committee on Academic Personnel and the University Committee on Sabbaticals, as spelled out in the UT-AAUP Collective Bargaining Agreement.

The University Committee on Academic Personnel (UCAP) shall consist of ten (10) tenured associate or full professors, one (1) each from the following colleges: Arts and Letters, Business and Innovation, Education, Engineering, Health Science and Human Service, Law, Natural Sciences and Mathematics, Nursing, Pharmacy and Pharmaceutical Sciences, and University Libraries. Each representative shall be elected by the AAUP bargaining unit members from the body said representative is to represent, provided such body has members in the AAUP bargaining unit, and by the tenured and tenure track professors of such body if such body does not have members in the AAUP bargaining unit. The University Committee on Sabbaticals (UCS) shall consist of ten (10) faculty members who have had sabbaticals at the University, one (1) each from the following colleges: Arts and Letters, Business and Innovation, Education, Engineering, Health Science and Human Service, Law, Natural

Sciences and Mathematics, Nursing, Pharmacy and Pharmaceutical Sciences, and University Libraries, elected by the Faculty Senate. Members of UCAP and UCS shall serve a term of three (3) academic years beginning July 1, with one-third (1/3) of the members retiring each year. Notwithstanding the foregoing, the number of members on UCAP and UCS and the colleges from which they are drawn shall be deemed amended from time to time as necessary to conform to the terms of the most recent Collective Bargaining Agreements in effect between The Board of Trustees for The University of Toledo and The American Association of University Professors, University of Toledo Chapter.

1. Electorate. Members of the faculty who are or have been subject to UCAP's tenure and promotion processes shall have the right to make nominations to UCAP. Members of the faculty who are permitted to take sabbaticals shall have the right to make nominations to UCS. However, the members of the faculty of each college, who are members of the AAUP bargaining unit if the college has members in such unit, at the time of the election for the University Committee on Academic Personnel (UCAP) shall constitute the electorate for the representative(s) of such college in UCAP elections. The members of the Faculty Senate at the time of the election for the University Committee on Sabbaticals (UCS) shall constitute the electorate for UCS elections.
2. Eligibility. UCAP: Those faculty members eligible to serve on UCAP shall be the tenured associate and full professors, with the exception of those holding a position of chairperson, assistant or associate dean, or dean. (Per the Collective Bargaining Agreement between The Board of Trustees for The University of Toledo and the American Association of University Professors, University of Toledo Chapter.) Members are elected to three-year terms. A member may serve no more than two consecutive terms, and any partial term longer than one-half of a full term shall be deemed a full term. Subsequently, a faculty member shall be eligible for reelection after one (1) year or longer absence.

UCS: Those faculty members eligible to serve on UCS shall be those faculty members who have had sabbaticals at the University. (Per the Collective Bargaining Agreement between The Board of Trustees for The University of Toledo and The American Association of University Professors.) Members are elected to three-year terms. A member may serve no more than two consecutive terms, and any partial term longer than one-half of a full term shall be deemed a full term. Subsequently, a faculty member shall be eligible for reelection after one (1) year or longer absence.

B. Responsibility for Election Procedures and Time of Elections

1. The Faculty Senate shall be responsible for the conduct of elections to UCAP and UCS.
2. The standing Senate Committee on Elections shall be responsible for supervising elections to UCAP and UCS.

3. The nominating procedure for elections to UCAP and UCS shall commence as soon as possible after promotions have been announced in the spring semester, or five weeks before the last day of classes in the spring semester, whichever is earlier.
4. The nomination ballots for elections to UCAP and UCS shall be forwarded to the electorate for UCAP and UCS (See II.A.1. above) on the same day as faculty elections, and all election ballots shall be forwarded to members of the electorate no more than two weeks later. When faculty members must be elected to fill unexpired terms, such elections may be conducted at other times in accordance with the procedures described in Sections C and D below.
5. The Senate Executive Committee shall notify the faculty of the results of elections no more than three weeks after distribution of the election ballots.

C. Election Procedures

1. The Senate Committee on Elections shall prepare nomination ballots, for each college with representatives on UCAP and UCS, for election to UCAP and UCS. The eligibility of faculty members for election shall in all cases be determined by the terms of the most recent Collective Bargaining Agreement in effect between The Board of Trustees for The University of Toledo and The American Association of University Professors, University of Toledo Chapter.
2. The listing of names on nomination and election ballots shall be done by a process of random selection.
3. Separately, for each college with representatives on UCAP, all full-time continuing members of the university faculty who are or have been subject to the tenure and promotion processes shall constitute the nominating electorate for UCAP. Separately, for each college with representatives on UCS, all full-time continuing members of the university faculty who are permitted to take sabbaticals shall constitute the nominating electorate for UCS elections.
4. The nominating electorate for UCAP and UCS elections shall receive individual nomination ballots listing all faculty members eligible for each position to be filled. The nominating electorate may vote for as many persons as there will be nominees for each position, in accordance with the following table:

Number of Vacancies	Number of Persons to be Nominated	Number of Votes Cast on Nominating Ballot
1	5	5

5. The persons receiving the highest numbers of votes shall be nominated.

6. Immediately after tabulation of the nomination ballots, the Senate Committee on Elections shall notify nominees that they have been nominated. Nominees who wish to have their names withdrawn shall so notify the committee within 48 hours, and the runner-up shall become a nominee.
7. Election is by plurality vote. Each member of the electorate may vote for as many nominees as there are vacancies. Election of college representatives to UCAP shall be made by the electorate of that college. In case of a tie among two or more nominees, the Senate Committee on Elections shall draw lots to determine a winner.
8. The Senate Committee on Elections shall keep a complete record of the results of the elections.
 - a. If any elected faculty member resigns from or otherwise becomes ineligible for a position on UCAP or UCS, the college that elected that representative shall promptly hold an election to fill the position for the balance of the representative's term. Said election may be conducted by the college by its college governance body pursuant to its own rules and procedures or by the Senate Committee on Elections in accordance with these procedures, at the discretion of the college governance body. Said election shall be held within four weeks after the President of the Faculty Senate has been notified of the vacancy, except (1) when such a vacancy occurs within 90 days before the regularly scheduled UCAP or UCS election, the vacancy shall remain unfilled, or (2) if such a vacancy occurs within four weeks of the end of the spring semester of the academic year, the election shall be held within four weeks after the beginning of the fall semester of the following academic year.
 - b. If any candidate for UCAP or UCS will be on leave or sabbatical during the year following the election, that fact shall be noted next to the candidate's name on the nomination and election ballots. Should any such person be elected, the runner-up shall serve instead during the term of such leave or sabbatical, unless the person so elected chooses to serve during such term. If a UCAP or UCS member is on leave or sabbatical for a period during the remaining years of the term on UCAP or UCS and such representative chooses not to serve as representative during such period, or if a representative is unable to serve during any academic semester of the elected term for any reason, including but not limited to illness or schedule conflicts, the college governing body of the college the representative represents shall select a replacement to serve during such period of leave, sabbatical or other inability to serve.

D. Conduct of Elections

1. Nomination and election ballots to UCAP and nomination ballots to UCS shall be distributed to the faculty either electronically or in paper format as determined by Faculty Senate each election cycle. Both electronic and paper formats must follow

procedures that verify ballots were submitted by eligible members of the electorate while preserving the anonymity of voter identities.

If paper ballots are used, they shall be distributed by interoffice mail and canvassed according to the criteria detailed in 2 and 3.

2. If paper ballots are used, both nomination and election ballots shall be returned and deposited in a locked box provided for UCAP and UCS elections.
 - a. Nominating ballots shall be placed in an unsigned envelope, which shall be enclosed in another envelope, which bears the words “Nomination to UCAP and UCS,” and the voter shall sign this envelope. All envelopes should be sealed; the contents of an unsealed envelope will not be tabulated. They shall be returned by interoffice mail or carried in person to the Faculty Senate office, where they shall be deposited in a locked box placed there by the Senate Committee on Elections. Ballots must be returned no later than two weeks following the date of their distribution. Failure to comply with any of these provisions shall result in the invalidation of a ballot.
 - b. Election ballots shall be placed in an unsigned envelope, which shall be enclosed in another envelope, which bears the words “Election to UCAP and UCS,” and the voter shall sign this envelope. All envelopes should be sealed; the contents of an unsealed envelope will not be tabulated. They shall be returned by interoffice mail or carried in person to the Faculty Senate office, where they shall be deposited in a locked box placed there by the Committee on Elections. Ballots must be returned no later than two weeks following the date of their distribution. Failure to comply with any of these provisions shall result in the invalidation of a ballot.
3. The canvass of the vote shall consist of three stages. First, the envelopes of all ballots shall be checked for the validity of the signature. Once each envelope has been checked, it shall be opened and the inside envelope shall be placed in a box with all other unmarked envelopes so as to preserve the confidentiality of each person’s vote. Third, the unsigned envelope shall be opened and the votes tabulated. Notwithstanding the foregoing, if a validly signed envelope is opened and contains a ballot that is not inside an unsigned envelope, such ballot shall be placed in the box with the unsigned envelopes and shall be counted when the votes are tabulated.
4. A description of the nomination and election procedures, together with the information contained in Article III.D.2 of the Rules shall be distributed with the ballots.

IV. Rule Amendment

The Rules of the Faculty Senate may be amended by a simple majority vote of those present and voting at a regularly scheduled meeting of the Faculty Senate at which a quorum is present at the time of the vote.

V. Reporting Responsibility

Each representative to a University committee or other body who has been elected or appointed by the Faculty Senate shall report to the Executive Committee of the Faculty Senate whenever appropriate concerning the issues presented to and decisions made by such committee.

History of Approvals:

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Health Science faculty senates
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