

## 12/AS/11/SEC--STANDING RULES OF THE ACADEMIC SENATE

### INTRODUCTION

The General Faculty has delegated to the Academic Senate the authority to act in its behalf on matters related to policy and advocacy. All actions of the Academic Senate are subject to referendum by the General Faculty. In the absence of a call for referendum, Academic Senate actions are General Faculty statements.

The Standing Rules of the Academic Senate are intended to supplement the Constitution and Robert's Rules. Their purpose is to facilitate the orderly and efficient conduct of Senate business. The Speaker may appoint a Senate Parliamentarian for any scheduled meeting or meetings of the Academic Senate.

The Standing Rules will take effect when approved by the Academic Senate (a two-thirds majority of the voting membership is required). They will remain in effect until amended or rescinded by the Senate (the same two-thirds vote is required).

### RESOLUTIONS AND OTHER ACTION ITEMS

Resolutions and other items that are intended for consideration and possible action by the Senate are to be submitted in finished form to the Senate Executive Committee for placement on the Senate agenda.

It is expected that the necessary research, writing, and editing of resolutions will have been completed prior to their submission to the SEC.

Committees and others proposing a resolution should be prepared to address the following:

- a) the issue that prompted the resolution;
- b) the degree of urgency, if any;
- c) the salient features of the resolution;
- d) the resolution's relationship to established CSU and/or CSUS policy;
- e) the contribution to a learning centered University and strategic goals;
- f) the resolution's relationship, if any, to other previous or pending actions by the faculty;
- g) the fiscal implications of the resolution, if any;
- h) the probable consequences of Senate action;
- i) whether the resolution should be a "sense of the senate" or should go to the President for signature
- j) the desired effective date, if approved;
- k) the wording of the policy as proposed.

Administrative liaisons to Academic Senate and General Faculty Committees, including Subcommittees and Ad hoc Committees, will inform the Speaker of the Faculty via a memorandum, with a copy to the Speaker's Executive Assistant, of all proposed agenda items, including estimated deadlines for action, before, or at the same time, they are presented to that particular committee.

To assure expeditious treatment, resolutions should be submitted to the SEC a minimum of 10 days prior to a Senate meeting and should follow the format of resolved clauses followed by a rationale in paragraph form.

### ACADEMIC SENATE MEETINGS

The schedule of Senate meetings for the year is approved by the SEC. The Senate will meet at least once each month during the academic year. Regular meetings are scheduled on Tuesdays from 2:00 – 4:00pm in the John Stuart Rogers Faculty Development Center Reference Room.

Academic Senators unable to attend a Senate meeting may give a proxy to a full time faculty member in their department. The proxy should be in the form of an email sent to the Clerk by the absent Senator or by memorandum, signed by the absent Senator and handed by the proxy-holder to the Clerk before participating in the Senate meeting. Members of the SEC also elected to be a representative of their department will have the right to cast two votes; one for their department, and one for SEC.

The agenda for each Senate meeting is prepared by the SEC. The agenda, copies of resolutions, and the minutes of the previous Senate meeting are sent to each Senator approximately 5 calendar days prior to each Senate meeting.

The quorum for Senate meetings is 60% of the voting membership of the Senate. (In 2010-2011 there are **46** voting members; thus, the quorum is **28**.)

## **TYPICAL AGENDA FOR A SENATE MEETING (see explanatory notes below)**

1. Call to order
2. Approval of Agenda
3. Approval of Minutes of previous meeting
4. Announcements
5. Questions concerning Reports
6. Information Items
7. Consent Items
8. Regular Business
  - a. --First Readings
  - b. --Second Readings (Action Items)
9. Discussion Items
10. Open Forum
11. Adjournment

### **"Announcements"**

Limited to brief statements on matters which may be of interest or concern to the entire Senate.

### **"Questions concerning Reports"**

Committee Chairs will disseminate brief reports electronically to Senators a day or two before meetings. Senators will have the opportunity to raise questions in response to the reports.

### **"Information Items"**

Any non-action item that might be of interest to the General Faculty. Sometimes an item is placed on the agenda under "Information" for clarification or notification before being placed on the agenda as a First Reading item.

### **"Consent Items"**

This is an assemblage of presumably routine or non-controversial agenda items. They are scheduled early in the meeting so that they can be dispensed with quickly, i.e., without extensive discussion or debate. Items on the Consent Agenda that elicit objections will be shifted to the regular agenda.

### **"First Readings" and "Second Readings"**

Resolutions will be handled on a "First Reading" - "Second Reading" basis. Normally, the "First Reading" will occur at one Senate meeting and the "Second Reading" at the following meeting. This procedure provides for: a free and open discussion of resolutions and their underlying issues in a relaxed and informal atmosphere; sufficient pause for reflection and consideration; and timely debate and decision.

**First Reading:** Committee chair bringing forth the resolution will move the resolution. Speaker will ask for a second. Then the maker and seconder of the motion will introduce the resolution and provide a briefing. The Speaker will ask for questions, comments, discussion, and possible straw votes--but no amendments or any other formal Senate action. When recognized by the speaker, each person will have the floor for up to three minutes. Only people who are physically present at the meeting will be recognized. People who are unable to attend may give a prepared statement to another person who can read the statement to the senate when they are recognized by the speaker. After the First Reading, the committee or individual sponsoring the resolution will consider the questions raised and recommendations made in the discussion and make any appropriate revisions, this will facilitate expeditious handling of the resolution during the Second Reading.

**Second Reading:** Discussion/Debate/Decision-- Ordinarily, time limits will not be strictly enforced. As a general guide, however, thirty minutes of discussion/debate should be sufficient for each resolution being considered; and two minutes should be sufficient for each speaker. During the discussion/debate a speakers' list will be maintained. Preference will be given to those who have not yet spoken. If a direct question is asked to someone who has already spoken, that person will normally be given the chance to respond briefly. At the conclusion of the discussion, Senators will vote on the resolution. Tabling and referring are also possible during the Second Reading, please refer to table 1 on the next page.

### **"Discussion Items"**

An opportunity for discussion of emerging issues and policy questions.

## "Open Forum"

An opportunity for input.

**SUSPENSION OF RULES:** Any of the above rules may be suspended at any Senate meeting by a two-thirds majority vote of those present.

**Table 1. Dealing with Common Actions in the CSU, Stanislaus Academic Senate**

There is some variation in the interpretation of Robert's Rules of Order. To avoid confusion and lengthy parliamentary discussion, it would be helpful to have agreement within the Standing Rules about how to handle certain common actions and what some of those actions mean:

Motion	Floor?	Second?	Debate?	Amend?	Vote
Amend	Y	Y <sup>1</sup>	Y	Y	Majority
Amend Amendment	Y	Y	Y	N	Majority
Call for previous Question (end debate and move to a vote)	Y	Y	N	N	2/3 <sup>2</sup>
Challenge ruling of the Chair	N <sup>3</sup>	N	Y	N	Majority
Debate, limit	Y	Y	N	Y	2/3
Divide the question <sup>4</sup>	Y	Y	N	Y	Majority
Division (provide a countable vote)	N	N	N	N	N/A
Point of information/parliamentary inquiry	N	N	N	N	N/A
Table to a certain time	Y	Y	N	Y	Majority
Table indefinitely <sup>5</sup>	Y	Y	Y	N	Majority
Refer (e.g. to a committee)	Y	Y	Y	Y	Majority
Waive 2 <sup>nd</sup> reading--move to action item	Y	Y	Y	N	2/3

**Floor?** If *yes*, you must have been recognized by the Chair and have the floor to take this action.

**Second?** If *yes*, the action requires a second.

**Debate?** If *yes*, the action may be debated.

**Amend?** If *yes*, the action may be amended.

<sup>1</sup> For any amendment, the proposer may ask if the amendment is "friendly", meaning acceptable to the senate without the need for debate. If it is "friendly", it is simply incorporated into the resolution. *Any senator* may object to an amendment, thus making it "unfriendly" and causing the proposed amendment to require a second and majority approval.

<sup>2</sup> Requires a vote by show of hands to allow counting. Vote is 2/3 of those *voting* (rather than 2/3 of those present) and excluding abstentions. Outcome is determined by taking the number of "no" votes, doubling that number, then seeing if it is greater than the number of "aye" votes. E.g. **23** aye, 12 no; 12 x 2 = **24**, motion fails **OR 24** aye, 12 no, 12 x 2 = **24**, motion passes.

<sup>3</sup> That is, you may interrupt.

<sup>4</sup> For example, in a resolution on program review an amendment is proposed adding "that the program reviews will receive written feedback from the Provost and the President to the program under review." Someone might wish to "divide" and consider separately whether the Provost provides feedback and then whether the President provides feedback.

<sup>5</sup> Table indefinitely means the resolution is "dead" for that college year but may be proposed again in the following or subsequent college year.

**Amendment by Substitution:** Occasionally action is proposed to replace an entire resolution with a substitute. The process is:

1. Move to substitute (require second).
2. Perfect the substitute motion (i.e., open to amendment)
3. Perfect the original motion (i.e., open to amendment)
4. Vote whether to substitute. (If *yes* the original motion is no longer under consideration.)
5. Vote whether to approve the substitute (no substantive amendments).

**Underlying documents:** The document under consideration for action by the senate is the numbered resolution itself (e.g. 7/AS/2007/UEPC). Resolutions are often accompanied by attached documents. For example, the senate may consider a resolution to endorse a policy regarding online courses. The policy normally is attached to the resolution for review by senators. While the senate may amend or take other action on the resolution, it cannot amend the attached policy. If a policy is incorporated as part of a resolution, the policy can then be amended.

Approved by the Academic Senate on 8/30/11