



SAN DIEGO STATE  
UNIVERSITY

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UNIVERSITY SENATE

POLICY FILE

JULY 2017





- 2.23 Each duly elected senator shall serve on a Senate or Senate appointed university committee.
- 2.24 Senate and Senate-appointed university committees should seek student participation when the committees deem it desirable. The Associated Students shall recommend students to the Committee on Committees and Elections, and such students shall be in academic good standing.
- 2.25 All committees reporting to or through the Senate shall be authorized by the Senate.
- 2.3 Times of Nomination and Appointment. The Committee on Committees and Elections shall be constituted for the upcoming academic year at the final regularly scheduled Senate meeting of the previous academic year. The committee shall have presented a full slate of nominees to Senate and Senate-appointed committees by the last Senate meeting of each academic year.
  - 2.31 All terms of office begin June 1, or at the time of appointment, and conclude May 31 in the final year of the term.
- 2.4 Referrals
  - 2.41 Items shall be referred to committees by the Senate Chair, in consultation with the other Senate officers, by the Executive Committee, or by the Senate. An item referred to a committee by the Executive Committee shall be referred to another committee only through the Executive Committee.
  - 2.42 Items shall be referred to existing committees whenever possible.
  - 2.43 The Senate Chair's additional communications to committees regarding referred items shall be reported at the next Executive Committee meeting.
  - 2.44 A committee may use subcommittees or may invite nonvoting members to participate in its work.
- 2.5 Records and Reports
  - 2.51 Each committee chair shall transmit records and pertinent information to the incoming chair.
  - 2.52 Each Senate and Senate-appointed committees shall submit a summary report of its activities annually by May 1.
- 2.6 Committee Operation
  - 2.61 Senate rules shall apply to the operation of Senate or Senate appointed university committees. Exceptions to these rules may be noted in sec. 25 of Robert's Rules of Order Newly Revised. Specific stipulations for a given committee regarding authority, tenure, duration, scope, and objectives shall be available in the Senate office.
  - 2.62 Chair: Procedures for selection and rotation of a committee chair shall be specified by the Senate. Where no other provision is made, the chair shall be the first person appointed or elected to the committee. When the chair resigns or is removed from the committee or fails to serve, the committee shall elect a chair pro tempore and notify the Committee on Committees and Elections.
  - 2.63 Meetings and Quorum. Meetings shall be called by the chair, who shall preside over the meeting. Should the chair fail or decline to call meetings with sufficient frequency to accomplish committee objectives, two members may call a meeting, provided that all members including the chair are given at least three working days notice. A majority of the members shall constitute a quorum of a committee.
  - 2.64 Hearings and Deliberations: A committee should, where time permits, hear all testimony relevant to its assignment. All meetings shall be open to the university community unless called into executive session by the chair for purposes in concert with current statutory requirements for open meetings. The chair's decision to call executive session shall be

subject to challenge and may be overruled by a majority of the committee members present.

- 2.65 Record of Proceedings: The chair of the committee shall keep records of all actions of the committee or shall ensure that they be kept by a committee secretary. The agenda for each committee meeting should be made available in the Senate office at least three working days in advance of the meeting. Persons wishing to be heard on an item should notify the chair of the committee.
- 2.66 Reporting: All Senate and Senate-appointed committees shall report to the Senate. Committees that do not report directly to the Senate may be invited to the Senate to discuss or clarify their activities. The type of report will depend on the status of the committee or body and the nature of its task.
  - 2.661 If the report contains information only, no action by the Senate is required, but may be moved to the floor for action by a majority vote.
  - 2.662 If the report contains statements of policy or opinion, these should be stated at the end of the report, and the proper motion is to accept the report. If accepted, the policies or opinions shall become those of the Senate.
  - 2.663 If the report contains resolutions or recommendations wherein the Senate has power to act, these should be stated at the end of the report, and the proper motion is to adopt the report. If adopted, the resolutions or recommendations shall become policy pending approval or lack of denial by the President of the university.
- 2.67 Dissolution: Senate committees shall be dissolved by amending the Bylaws. Senate-approved university committees shall be dissolved by Senate action. Ad hoc or pro tempore committees shall be dissolved when they rise and report or at the end of the academic year in which they were appointed, whichever comes first, unless specifically extended by action of the Senate Chair, in consultation with the other Senate officers.
- 2.68 Terms of Service on Senate and Senate-Appointed University Committees
  - 2.681 Unless otherwise specified, committee members shall serve three-year terms. A committee member may be reappointed. During a committee's initial three years the Committee on Committees and Elections shall specify members with one-, two-, and three-year seats.
  - 2.682 Removal: The Committee on Committees and Elections may recommend the removal of a committee member. Accordingly, the committee member shall be told of the reasons for the proposed removal and shall be given at least two weeks in which to respond. If the Committee on Committees and Elections then determines that removal of the member is in the best interests of the affected committee and of the Senate, it shall recommend to the Senate the name of a replacement member. Appointment of the new nominee by the Senate shall constitute removal of the previous member.
  - 2.683 Leave: As soon as a committee member is certain of being granted a one-semester leave from duties at the university, that member shall in writing so inform the chair of that committee, who in turn shall immediately inform the Secretary of the Senate and the Chair of the Committee on Committees and Elections. If the leave is longer than one semester, the Committee on Committees and Elections shall recommend to the Senate a temporary or permanent replacement selected according to normal criteria and procedure

### **3.0 Committee Membership and Duties**

- 3.1 There shall be eight Senate committees, as defined in Section 2.1 of these Bylaws. These shall be composed of a majority of faculty and may include administrators, students, and staff. Other









- 3.627 The entire personnel of a committee shall not be changed from one year to the next; terms shall be staggered.
- 3.628 The chair of a committee shall normally be chosen from the committee membership of the preceding year. Whenever possible, the chair shall be an elected senator.
- 3.629 The chair of a committee may request the Committee on Committees and Elections to replace a committee member for cause. The committee member shall be sent a copy of the request.
- 3.63 Duties
  - 3.631 The Committee on Committees and Elections shall devise procedures for and shall supervise and administer all elections of members of the Senate.
  - 3.632 The Committee shall devise procedures for and shall supervise and administer all elections within the Senate, including elected officers and elected members of committees, except for the Committee on Committees and Elections.
  - 3.633 The Committee shall certify vacancies in the Senate and in Senate and Senate-appointed university committees.
  - 3.634 The Committee shall supervise and administer the elections of Academic senators and of members to boards and selection committees, and it shall supervise and administer the elections or appointments of others to various positions as directed by the Senate or by the Executive Committee.
  - 3.635 Members of the Committee shall, when requested, act as tellers when votes are cast by ballot.
  - 3.636 The Committee shall decide in cases of doubt the eligibility for election or membership in the electorate.
  - 3.637 The Committee shall conduct all referenda to amend the Constitution.
- 3.7 Committee on Constitution and Bylaws
  - 3.71 Membership (7): The Committee shall consist of the Secretary of the Senate, four faculty members and one non-MPP staff member nominated by the Committee on Committees and Elections and appointed by the Senate, and one student appointed by the Associated Students.
  - 3.72 Functions
    - 3.721 The Committee shall review periodically the Constitution and Bylaws of the Senate and university policies, and it shall recommend to the Senate such changes as desirable. It shall report to the Senate its recommendations with respect to proposed amendments to the Constitution or Bylaws that have been submitted in writing, signed by the originator(s), and referred to the Committee by the Senate or by the Senate Executive Committee.
    - 3.722 Questions concerning interpretations of the text of a Senate-approved document shall be referred to the Committee.
    - 3.723 Interpretations by the Committee shall be reported in writing to the Senate and shall be considered binding unless reversed or altered by action of the Senate.
    - 3.724 The Committee shall consider each year, as may be necessary, revision of the list of Senate and Senate-appointed university committees and of the membership and functions of each committee. It shall present its recommendations to the Senate in the first Senate meeting held after April 1.
- 3.8 Undergraduate Curriculum Committee

- 3.81 Membership (14): Provost or designee, Associate Vice President for Academic Affairs - Enrollment or designee, Associate Vice President for Academic Affairs - Student Achievement, one representative from each college, the Library & Information Access, and the SDSU-IV Campus selected by the Committee on Committees and Elections, and two students named in accordance with procedures approved by the Associated Students.

Functions

- 3.82 3.821 The Committee shall review all undergraduate curricula proposals to include additions, deletions, and changes in curricula, with special consideration to items of an interdepartmental or university-wide interest. The Committee shall report all changes to the Senate.
- 3.822 Undergraduate curriculum proposals reviewed by the deans, and by the Undergraduate Council when appropriate, shall be forwarded by the Office of the Provost to the Committee.
- 3.823 Except for approval of the use of courses in the graduate program, approval by the Committee shall be the final step required for including an undergraduate curriculum proposal in the General Catalog. Proposals for new programs and deletion of programs shall be forwarded to the Senate as action items. At the request of four members of the Committee, a proposal shall be placed on the Senate agenda for final action.
- 3.824 A person, department, dean, or college curriculum committee may request the Committee to review a decision on a curriculum proposal. The Committee may agree to review the matter and inform all interested parties of the decision to review and of the date set for the review, or the Committee may decide not to review and promptly inform the appellant of its decision.

3.9 Committee on Diversity, Equity, and Outreach

- 3.91 Membership (21): nine faculty, one of whom shall chair, including one from each college, the Library, and the SDSU-IV Campus, at least one of whom shall be a Senator; two students, including a representative from the Associated Students; one staff representative; the Associate Vice President for Academic Affairs - Enrollment or designee; the Director of the Office of Employee Relations and Compliance; the Chief Diversity Officer; the Chair of the Senate or designee; the Provost or designee; the Vice President for Student Affairs or designee; the Associate Vice President for Academic Affairs - Student Achievement or designee; the Director of the Center for Human Resources or designee; and the Director of Student Disability Services or designee<sup>1</sup>.
- 3.911 The appointed faculty members shall serve three-year, staggered terms.
- 3.912 Membership on the committee shall include representation from diverse campus groups.
- 3.913 The chair of the Committee, in consultation with the President, may request the service and advice of educational and community leaders.
- 3.92 The Committee shall report to the Senate and advise the President.
- 3.93 Functions
- 3.931 The Committee shall review university-wide programs for the recruitment and retention of faculty, staff, and students.

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<sup>1</sup> Approved October 2016

- 3.932 Subject to the approval of the President, the Committee shall advise the university administration regarding prohibited discrimination, equal opportunity, outreach, and related matters.
- 3.933 Additional duties of the Committee shall be: (a) to advise the President regarding the university's conformity or potential lack thereof with California State University policies and with legislation on nondiscrimination and equal opportunity in admissions and employment, (b) to recommend policies and procedures to recruit students for matriculation and to retain students for graduation, (c) to work with Enrollment Services, diverse student organizations, and interested community persons and groups to coordinate activities to enhance the recruitment of diverse students, (d) to review and assist in coordination of programs for advising and mentoring diverse students, (e) to assist departments in reviewing and modifying their curricula in order to incorporate multicultural materials, (f) to promote faculty and staff involvement in addressing the educational needs of diverse students, (g) to disseminate information concerning funding for equity programs within the university, (h) to advise the Office of Employee Relations and Compliance and the Chief Diversity Officer regarding policies, procedures, and outcomes of the university's diversity programs.

#### **4.0 Elections**

##### **4.1 General Procedures**

- 4.11 All nominations and elections for which the Committee on Committees and Elections is responsible shall be by secret ballot.
- 4.12 The chair of the Committee on Committees and Elections shall maintain a record of each election. The results of each election by numerical count of votes received by each candidate shall be posted in the Senate office by the chair of the Committee on Committees and Elections as soon as the count has been completed and verified. The chair of the Committee on Committees and Elections shall retain for 30 days all ballots, or electronic records of ballots, cast during an election. If the results of the election are formally protested during that time, the ballots shall be retained until the protest is resolved. The results of each election by numerical count of the votes shall be kept on file in the Senate office for three years.
- 4.13 The period of time for casting ballots shall be eight working days with the deadline at noon on the last day. The poll closing time shall be clearly stated on the ballot. Only ballots received in the Senate office or at the online polling site by the poll closing time shall be counted.

##### **4.2 Elections to the Senate**

- 4.21 The regular annual elections to the Senate shall occur during the spring. There shall be no elections to the Senate during the summer. Elections to fill uncompleted terms shall be conducted as directed in Sections 6.1, 6.22, and 6.32.
- 4.22 For purposes of determining the number of college senators, faculty positions per major academic unit shall be the total tenured and tenure-track positions filled by the college.
- 4.23 The number of senators to be elected by a major academic unit as authorized in Sec. 4.112 of the Constitution shall be determined once each year immediately before the regular annual elections.
- 4.24 A faculty member shall not serve as a representative to the CSU Academic Senate while serving in the Senate as a representative of a major academic unit.
- 4.25 The election of senators shall be conducted in three steps as indicated below unless the election is terminated earlier as provided. Throughout this section, fractional numbers of candidates shall be considered as the next larger integer.

- 4.251 The availability of Senate seats shall be publicized to the university community. Electronic means of publicizing shall be acceptable, as long as all members of the various electorates are reached in this fashion. The election call shall request nominations to be submitted to the Senate office. Electronic submission shall be accepted. Self-nominations are acceptable. Those nominated shall have their names placed on the ballot for the next step of the election, unless the nominee requests that his or her name be withdrawn or the Committee on Committees and Elections determines that the nominee does not meet the criteria to be elected.
- 4.252 The second step shall provide the electorate with a ballot that lists all candidates nominated in accord with sec. 4.251. The candidates' names shall be listed in random sequence as determined by lot. To allow faculty and staff to vote for candidates not duly nominated, the ballot shall also include a number of spaces for write-in nominees equal to the total number of vacant seats. On this and successive ballots, write-in nominees, without regard to their accumulated votes, shall be considered candidates of standing equal to those nominated in accord with sec. 4.251. The electorate may vote for as many candidates as there are vacant seats, but it shall vote for no more candidates than vacant seats. Ballots containing more votes than the number of vacant seats shall be voided. Candidates shall be elected to fill vacant seats in a descending order of votes cast until all vacant seats are filled.
- 4.253 Successive ballots shall be cast to eliminate ties for remaining vacant seats. Each ballot shall include only those candidates who have tied for the last vacant seat on an immediately preceding ballot.
- 4.254 Whenever feasible, staggered terms shall be arranged so that only one-third of the senators of each major academic unit are elected to a three-year term in the spring. When the election involves terms of different lengths, the candidates who receive the greatest number of votes on the ballot resulting in their being elected shall receive the longest term available. Ties shall be broken by lot. Service for a short term shall be considered a partial term; therefore, the person elected remains eligible to serve two additional consecutive full terms.
- 4.255 Vacant seats resulting from the application of Sections 4.251–254 above shall be conducted as directed in Sections 6.1, 6.22, 6.32.
- 4.26 The Senate seat of an elected member shall become vacant when he or she (a) resigns from the Senate, (b) becomes an ex officio member of the Senate, (c) is absent but represented by a substitute for more than five consecutive regular meetings, (d) is absent and unrepresented for three consecutive regular meetings, (e) is absent with or without representation for five of eight consecutive regular meetings excluding those occurring while the member is on official leave, (f) fails to meet the eligibility requirements for membership in the Senate; or (g) goes on leave, regardless of reason, for more than one semester.
- 4.3 The Secretary of the Senate shall report leaves and extended absences of senators to the Elections Subcommittee, which shall certify the existence of a vacancy and proceed to fill it as prescribed in Sec. 4.25.
- 4.4 Elections within the Senate
- 4.41 The annual election of the Chair, the Vice Chair, and the Secretary of the Senate and of the elected members of the Senate Executive Committee shall be conducted during the spring following the regular annual election of members of the Senate. Eligible electors shall consist of the members of the Senate for the ensuing Senate year.

- 4.411 The Committee on Committees and Elections shall conduct the elections in the following order: (a) Chair, (b) Vice Chair, (c) Secretary, (d) three Executive Committee members.
  - 4.412 Officers and committee members elected in accordance with sec. 4.41 shall serve for one Senate year.
  - 4.413 A nominating caucus held prior to the election shall submit at least one nominee for each position to be elected. Attendance at the caucus shall be open to all outgoing and incoming Senators.
  - 4.414 Elections shall be conducted at the last regular spring meeting. In addition to those nominated by the caucus, nominations may be made from the floor prior to each election. A majority of votes cast shall be required for election on the first ballot. If a majority is not obtained for each position, a runoff election shall be held among the  $n + 1$  candidates receiving the most votes where  $n$  is the remaining number of positions to be filled.
  - 4.415 The numerical results of all ballots shall be available to senators through the chair of the Committee on Committees and Elections.
- 4.5 Elections to the Academic Senate of The California State University
- 4.51 The Committee on Committees and Elections shall devise procedures for and shall supervise and administer all elections of representatives from San Diego State University to the Academic Senate of The California State University (CSU Academic Senate).
  - 4.52 Only full-time faculty members, as defined in Section 1.2 of these Bylaws, are eligible for election to the Academic Senate.
  - 4.53 The electorate shall consist of all full-time faculty members.
  - 4.54 The Committee on Committees and Elections shall resolve any dubious or disputed eligibility for election to the Academic Senate or membership in the electorate.
  - 4.56 The election shall be conducted in a manner similar to the provisions of sec. 4.25.
  - 4.57 Each academic senator, in consultation with the Chair of the Senate, shall designate someone to serve as a substitute in the Academic Senate whenever a substitute is permitted under the Constitution of that body. The Chair of the Senate or designee shall serve as the substitute, should there be no other appointment.
  - 4.58 Should an academic senator position become vacant, the Committee on Committees and Elections may opt to fill the remainder of that position's term via an election held concurrently with the next regular election of an academic senator position for a full term.
- 4.6 Nomination of Faculty Trustee
- 4.61 A tenured faculty member with no administrative position other than department chair or equivalent may stand to be submitted as a candidate for the position of Faculty Trustee. Nomination shall require the signed concurrence of at least 10 percent of the full-time faculty or 50 such faculty members, whichever number is smaller.
  - 4.62 At a regularly scheduled meeting, the Senate may nominate candidates to serve as a Faculty Trustee. The nominees shall have previously agreed to serve and to submit all required materials. Nominations from the Senate floor shall require a three-fourths affirmative vote of the senators present at the meeting.
- 4.7 Nomination of Faculty to Advisory Committee to the Trustees Committee for the Selection of the President (ACTCSP)

- 4.71 The Committee on Committees and Elections shall provide notice to the faculty of the formation of the search Committee and shall invite nominations to the ACTCSP of tenured or tenure-track faculty.
- 4.72 Nominations shall be made by interested faculty submitting a request, endorsed by 10 faculty members, at least five of whom are tenured or tenure-track, for placement on the ACTCSP selection ballot. Eligible nominees are full-time faculty as defined by these Bylaws, in Sec. 1.2. The period for submitting these requests shall be not less than two or more than five weeks.
- 4.73 At the next regular Senate meeting following the close of the initial nominating period, additional nominations (with the consent of the nominee) shall be added to the ballot by a simple majority vote of the senators present.
- 4.74 To conduct the election, the Committee on Committees and Elections shall prepare a ballot with the names of all nominees, in an order determined by lot. The electorate shall include all faculty, as defined by Bylaws Sec. 1.1. The two faculty members with the highest vote counts shall have been elected, provided that no more than one shall serve from any college.
- 4.75 The sitting Senate Chair shall serve as an ex-officio member of the ACTCSP.
- 4.8 Nomination of non-MPP Staff to the Advisory Committee to the Trustees Committee for the Selection of the President
  - 4.81 The Committee on Committees and Elections shall provide notice to the staff of the formation of the search committee and shall invite nominations to the ACTCSP of non-MPP staff.
  - 4.82 Nominations shall be made by petition endorsed by 10 staff for placement on the selection ballot. The period for submitting these requests shall be not less than two nor more than five weeks.
  - 4.83 To conduct the election, the Committee on Committees and Elections shall prepare a ballot with the names of all nominees in an order determined by lot. The electorate shall include all non-MPP staff, including probationary staff. The staff member with the highest vote count shall be elected.

**5.0 Substitutes**

- 5.1 Each senator when elected shall provide the Secretary with the names of two substitutes from his or her constituency who are eligible for election to the Senate, either one of whom may attend Senate meetings and vote in the absence of the appointing senator.
- 5.2 A senator may appoint an eligible substitute from his or her constituency other than the two originally named, but before that substitute may attend Senate meetings and vote, the appointing senator shall in writing notify the Secretary of the Senate.

**6.0 Vacancies**

- 6.1 Professors and Coaches. Occurring vacancies shall be filled until the next regular Senate elections by the nominees receiving the next highest number of votes in the latest election. In the event of a tie number of votes, the Committee on Committees and Elections shall select the alternate filling the vacancy by lot. If there is no second nominee, the chair of the Committee on Committees and Elections, in consultation with the unit or current senators from the unit, shall nominate one candidate representing the unit of the vacated position. The candidate will serve until the next general Senate elections.
- 6.2 Lecturers.
  - 6.21 To fill a vacancy, each major academic unit, if lacking an elected lecturer senator, shall select a single nominee by such procedures as the unit determines to be appropriate. The names of the nominees shall be delivered to the Secretary of the Senate before the spring

semester Senate elections. The candidates receiving the largest number of votes shall fill the vacancies, and the next in number of votes shall be the alternates. The term of office shall be for three years. Lecturer senators shall serve no more than two consecutive terms. Service for a partial term shall not be included in this calculation.

6.22 Other vacancies shall be filled until the next regular Senate elections in a manner consistent with Section 6.1.<sup>2</sup>

6.3 MPP and non-MPP Staff.

6.31 When vacancies occur due to expiring terms, the Senate shall conduct a university-wide election. The ballot shall include the names of all non-MPP staff eligible for election who have received at least one valid nomination and who are willing to serve. Candidates receiving the largest number of votes shall fill the vacancies, and those next in numbers of votes shall be the alternates. The term of office shall be three years. Staff senators shall serve no more than two consecutive terms. Service for a partial term shall not be included in this calculation.

6.32 Other vacancies shall be filled until the next regular Senate elections in a manner consistent with Section 6.1.<sup>3</sup>

## 7.0 Meetings

### 7.1 Meetings of the Senate

7.11 The Senate shall serve and meet as necessary during the summer.

7.12 The dates and time of the regular meetings of the Senate shall be set by the Senate far enough in advance to facilitate members' scheduling of classes.

7.13 Special meetings of the Senate shall be called by the Chair either at the Chair's discretion or upon receiving a written petition of 10 percent of the Senate membership or of 10 percent of the electorate.

7.131 Written notice of each special meeting and its agenda shall be distributed to the members of the Senate by the Secretary at least three days before the meeting unless the Chair or Vice Chair, with the concurrence of a majority of the Executive Committee, decides that the urgency of the occasion will not permit the usual three day notice. In a meeting called under this provision, notice shall be given as far in advance as possible, and action shall require an absolute majority of the membership of the Senate.

7.132 The meetings shall be open to all, but only members of the Senate shall participate in the debate. Others may provide information or explain a point of view on matters before the Senate by invitation of the Chair, or the Senate.

7.14 A faculty session of the Senate shall comprise only Professor Senators, as defined by the Constitution, Sec. 4.11. Its function shall be to express the collective voice of the faculty. It may make determinations regarding any issue. Any member of the university community may attend a faculty session; however, only Professor Senators may speak and vote.

7.141 A faculty session shall be convened upon a majority vote of the sitting Senate or by a majority vote of the Senate Executive Committee.

7.142 A faculty session shall be terminated by a two-thirds majority vote of the convened session or by an advance stipulation.

7.143 When the faculty session has concluded its business or when the session has been terminated by advance stipulation, its actions shall be reported to the full

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<sup>2</sup> Editorial correction (January 2017)

<sup>3</sup> Editorial correction (January 2017)

Senate. The Secretary of the Senate shall include all actions of the faculty session in the minutes of the Senate.

7.2 Meetings of the Faculty

- 7.21 For a meeting of the faculty, those eligible to participate shall be defined as persons who hold a permanent, multiple year, or temporary appointments and are members of Unit 3 as defined in the current Collective Bargaining Agreement. For the purposes of this section, temporary appointees of Unit 3 shall become members of the general faculty on their dates of appointment.
- 7.22 The quorum for faculty meetings shall be a simple majority, that is, 50 percent plus one of the faculty.
- 7.23 Meetings of the faculty may be called under these conditions: (a) upon the call of the President of the university, at which time the President shall preside; (b) upon the call of the Senate, at which time the Senate Chair shall preside; and (c) upon the call of the Senate Chair, for review of an action of the Senate.
- 7.24 The Senate Chair or Vice Chair shall obtain the consent of a majority of the members of the Executive Committee prior to establishing the agenda for a meeting of the faculty that is called by the Senate or by the Senate Chair.

7.3 The conduct, frequency, and agendas of Senate committees shall be determined by those committees.

7.4 Senate business shall have priority over class scheduling. Senators' class schedules shall permit their attendance at Senate meetings from 2:00 to 5:30 PM on Tuesdays and Thursdays.

**8.0 Order of Business (Agenda)**

8.1 The regular order of business of the Senate shall be the agenda prepared by the Executive Committee.

8.2 Any member of the Senate may present to the Secretary of the Senate items for the agenda. The Secretary shall deliver all such items to the Executive Committee, which shall place them on the agenda for the next regular Senate meeting or refer them to a specific committee. Disposition of such items shall be indicated in the minutes of the Executive Committee.

8.3 No action shall be taken on a substantive proposal other than amendments thereto at a meeting of the Senate unless that proposal and supporting information have been circulated in writing to members of the Senate at least four working days before that meeting. This rule may be suspended by a two-thirds majority.

8.4 An agenda item may be brought to the floor for action by a simple majority vote.

**9.0 University Policy File**

9.1 The Senate shall establish and maintain a University Policy File, containing the policies and regulations adopted by the Senate and approved by the President, and various references to executive orders and legislative codes.

9.2 The Secretary of the Senate shall review such additions and changes as are adopted by the Senate and approved by the President for the Policy File and shall reword or reorganize, without substantive change, such portions as are necessary to conform to the standard format of the Policy File. The Secretary of the Senate, with advice from the Committee on Constitution and Bylaws, shall ensure the accuracy of the Policy File.

9.3 Printed copies of the Policy File shall be distributed upon request to the Secretary of the Senate. A full copy of the Policy File shall be maintained on the Senate Website.

9.4 The language of the Policy File shall clearly and concisely describe or narrate prescriptive or prohibitive policies and procedures. It may include the purposes for policies or procedures but



shall avoid histories, contexts, and motivations. Shall” or “shall not” shall indicate prescription or prohibition; “may” shall indicate option or ability; “should” shall indicate advice or suggestion.

#### **10.0 Parliamentary Procedure**

- 10.1 All questions of parliamentary procedure not covered by these Bylaws shall be decided according to the latest edition of Robert’s Rules of Order Newly Revised.
- 10.2 Unless objections are raised immediately following a Senate vote, the terms “unanimous” or “without dissent” may be used in the minutes when all votes are affirmative and in spite of abstentions.

#### **11.0 Presidential Approval of Senate Actions**

- 11.1 Official minutes of Senate meetings shall be available and delivered to the President within two weeks after Senate meetings. Within 30 days of the conclusion of a Senate meeting, the President may approve or reject the recommendation or may postpone a decision. A Senate action approved by the President shall become official university policy at the time the President approves the action and shall be implemented as soon as is practical, which may precede its appearance in the university policy file.
- 11.2 The Chair of the Senate shall ensure that the President is informed promptly by suitable means of Senate actions that would require implementation in fewer than 30 days after Senate action, in order that such legislation not be unduly delayed.

#### **12.0 Interpretation of Senate Actions**

Interpretations made by the Committee on Constitution and Bylaws shall be reported in writing to the Senate and shall be considered binding unless reversed or altered by action of the Senate. Such interpretations shall be considered binding on the university only after they have been approved by the President.

#### **13.0 Availability of Documents**

- 13.1 Senate documents shall be available in archive form. These archives may be stored electronically, rather than in paper form.
- 13.2 The agendas of Senate meetings shall be available to any member of the university community upon request. The agendas of the Senate Executive Committee shall likewise be available, but the attachments to the meetings of the Committee shall be available only to members of the Committee.
- 13.3 An electronic archive file of Senate and Senate-appointed university committee reports and a file of Senate minutes shall be available on the Senate website for at least two years following the meeting.

#### **14.0 Amendments**

Amendments to these Bylaws may be adopted at a regular business meeting of the Senate by a two-thirds vote of those present, provided the amendments have been presented at the previous meeting.