

To: SEC / Senate
From: Arlette Baljon, Chair, Constitution and Bylaws Committee
Date: November 10, 2021
Subject: ACTION: Request from Parliamentarian 2/22/2021 to make Section 8 of Policy File Bylaws "Order of Business (Agenda)" clearer so that we know what to do if someone wants to bring an item directly to the floor.

ACTION: The CBL Committee moves that the Senate adopt the following changes to Senate policy file.

8.0 Order of Business (Agenda)

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~~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.~~

8.3 The senate agenda as approved by the executive committee shall be made available in writing no later than four working days before a University Senate meeting.

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

8.4 Any senator may bring an information item on the approved agenda of the University Senate to the floor for debate. To move it to action a simple majority vote is needed.

8.5 Any member of the Senate may present an action item on the senate floor. A two-thirds majority vote is needed to place it on the agenda.

Rationale: It is unclear in the current version of the policy file how and if someone can bring an item directly to the senate floor. The new wording clarifies:

8.3 Stresses the importance of the senate agenda being available in a timely matter so colleges can hold their Caucus meetings.

8.4 Only information items *already on the approved agenda* can be brought forward *for action* when 50% (+1) of voting senators agree. (in this case 2 votes are needed; one to decide about a change from information to action item and

one to decide on the matter). Merely debate will happen if one senator asks for it. The most common situation to which this applies is the University Catalogue-Information Courses information item.

8.5 states that a two-third majority is needed to *place an action on the agenda* last minute. (without screening by SEC). This happened for instance to approve extended C/NC grade options during COVID.