

**SAN JOSE STATE UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSE, CA 95192**

**S16-7, University Policy, Expansion of Senate Bylaw 15 -  
Updating Senate Documents**

**Legislative History:**

At its meeting of March 7, 2016, the Academic Senate approved the following policy recommendation presented by Senator Shifflett for the Organization and Government Committee. This policy modifies Senate bylaw 15(b) to expand the scope of the Senate Chair's authorization to update existing documents with editorial changes.

**Amends: Senate Bylaw 15**

**Action by University President:**                      **Approved and signed by Interim  
President Susan W. Martin on  
March 12, 2016**

**University Policy  
Expansion of Senate Bylaw 15 -  
Updating Senate Documents**

- Whereas:      Bylaw 15b currently allows the Senate Chair to authorize specific editorial changes in Senate documents, and
- Whereas:      The examples of editorial changes that can be made are currently limited to whenever there is a change in the number, title, or designation of a law, regulation, executive order, or Senate document, and
- Whereas:      Expanding the language of bylaw 15 to allow the Senate Chair to make editorial changes to a Senate document whenever there is an outdated reference to a law, regulation, executive order or Senate document, may improve the efficiency of a full Senate meeting, therefore be it
- Resolved:      That the language of bylaw 15(b) be changed to include a wider range of circumstances for editorial changes, and be it further
- Resolved:      That this change become effective with the passage of this policy.

Rationale: Presently under bylaw 15 the Senate Chair can approve changes to existing Senate documents (policies, constitution, by-laws, resolutions) with regard to a) title of a university official or of an agency or unit of the university, or b) numbers, titles or abbreviations relating to a law, regulation, executive order, or Senate document. Recent experience has been that there are additional editorial oversights (e.g., rescinding outdated policies) that might be more effectively handled by the Senate Chair rather than bringing them through the full Academic Senate. This resolution would still require that such editorial changes be reported to the Senate, and remain limited to circumstances when no other change affecting university policy is involved, but expand the language to any outdated/obsolete reference to a law, regulation, executive order, policy, or Senate document in an existing Senate document.

Approved: 2/1/16  
Vote: 8-0-0  
Present: Laker, Shifflett, Beyersdorf, Becker, Gleixner, Curry, Grosvenor, Mathur  
Absent: El-Miaari  
Financial Impact: None  
Workload Impact: Reduced workload for the Senate with regard to handling essentially technical or routine changes rather than substantive changes.

#### Expansion of Bylaw 15. Editorial Changes - Senate Documents

- a) When the title of a university official or of an agency or unit of the university appearing in Academic Senate documents (including the constitution, bylaws, university policies, and resolutions providing for committee membership) is changed, but the functions and responsibilities of the office or agency remain the same, the Senate Chair may approve replacement in the Senate documents of the old title or designation by the new one, as an editorial change. Such changes shall be reported to the Executive Committee of the Senate and recorded in the meeting minutes.
- b) When a law, regulation, executive order, policy, or Senate document is referred to in a Senate document by number, title or other official abbreviated designation, and the number, title or designation is changed or rescinded by competent authority, but no other change affecting university policy is involved, the Senate Chair may authorize replacement or removal of the old number, title or designation by the new one, as an editorial change. Such changes shall be reported to the Executive Committee of the Senate, and recorded in the meeting minutes.
- c) When a policy recommendation or Senate Management Resolution is found to contain errors, that when corrected would not change the intent of the policy recommendation or resolution, the Senate Chair, following consultation with and unanimous consent from, the Executive Committee can correct the error(s) prior to

forwarding the policy recommendation to the president or implementation of a Senate management resolution. Such editorial corrections shall be recorded in the Senate Executive Committee meeting minutes.