

## STANDING RULES OF THE ACADEMIC SENATE SAN JOSÉ STATE UNIVERSITY

1. A standing rule may be established, amended, or rescinded by a majority vote at any meeting.
2. A standing rule may be suspended by a two-thirds (2/3) majority vote at any meeting.
3. Voting
  - a) Electronic Voting. The Senate Chair shall determine on a case-by-case basis if official voting will be offered by a show of hands, or through the use of electronic devices in concert with a show of hands. The decision shall be guided by the expected efficiency of each method.
  - b) Secret Ballot Voting. A secret ballot shall be required on all personnel matters except committee appointments. For all other matters, upon the request of any member and supported by five additional members, a secret ballot is also required. If voting is done electronically, no show of hands will accompany the electronic vote. A roll call vote shall be ordered upon the request of any member and supported by five additional members. If the chair faces a situation where there has been a properly supported call for a vote by secret ballot, and also a properly supported call for a roll call vote, there shall be an immediate vote to decide which type ballot is to be taken on the motion at hand.
4. Communications addressed to the Academic Senate will be channeled through the Senate office. As appropriate, the Executive Committee or chair shall determine proper referral and notify originators of action taken.
5. Whenever possible, each member of the Academic Senate shall be supplied with a copy of any item presented to the Senate for action. On each such item, the date and source shall be indicated.
6. Submission of agenda items:
  - a) Items for inclusion on the agenda must be presented in writing to the Academic Senate office at least one week prior to a scheduled meeting.
  - b) During Senate meetings, senators are encouraged to submit particularly lengthy amendments in writing. The Academic Senate office shall make a form available for this purpose at each meeting.
7. Form of agenda:
  - a) Outline of Agenda:

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- I. Call to Order and Roll Call
  - II. Approval of Minutes
  - III. Communications and Questions
    - A. From the Chair of the Senate
    - B. From the President of the University
  - IV. Executive Committee Report
    - A. Minutes of Executive Committee
    - B. Consent Calendar
    - C. Executive Committee Action Items
  - V. Unfinished Business
  - VI. Policy Committee, and University Library Board Action Items. In rotation. (Information items to be submitted in writing or by e-mail and included with the agenda.)
  - VII. Special Committee Reports
  - VIII. New Business
  - IX. State of the University Announcements. Questions. In rotation. (Detailed reports, if necessary, to be submitted in writing or by e-mail and included with the agenda)
    - A. Provost
    - B. Vice President for Administration and Finance
    - C. Vice President for Student Affairs
    - D. Chief Diversity Officer
    - E. CSU Senators
    - F. Associated Students President
  - X. Adjournment
8. Meetings
- a) The meeting calendar for each academic year will be prepared by the Executive Committee and will be announced by the last meeting of the preceding academic year.
  - b) The Executive Committee shall have authority to cancel any meeting except that there shall be at least one meeting per month.
  - c) Normally, regular Senate meetings shall convene on Mondays at 2 p.m. and adjourn automatically at 5 p.m. (unless adjourned earlier by majority vote). For any specific meeting, regular, or special, the Executive Committee may provide in advance for convening or adjourning meetings at other times. The time for adjournment of any meeting may be extended by majority vote on request of the Chair or of any member. When the Senate adjourns automatically at 5 p.m. or other specified time, the matter then under consideration shall be a special order of business for the next meeting and shall be placed on the agenda immediately following the reports of the Executive Committee and the President.
9. Persons not members of the Senate who wish to address the Senate may be permitted to do so as follows:
- a) University administrators, members of Senate policy committees, chairs of

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Senate special and operating committees, the chair of the UCCD or designee, a representative of the collective bargaining agent may be recognized by the Chair of the Senate, at his or her discretion, to speak on agenda items in their areas of responsibility or charge.

- b) Any person may address the Senate on a particular agenda item by invitation of the Executive Committee or by permission of the Chair prior to the call to order.
- c) An Honorary Senator may speak on any agenda item on the same basis as a Senate member.

### 10. Motions

- a) Substantive motions are of three kinds:
  - 1) Sense of the Senate Resolutions -- motions which would express the sense or opinion of the Senate, but would not propose new or modified policy or procedure specifically for this University;
  - 2) Senate Management Resolutions -- motions affecting only the rules, procedures, committees or other internal affairs of the Senate;
    - i. Senate Management Resolutions (other than those amending bylaws as noted below in section ii) need a simple majority to pass.
    - ii. When a Senate Management Resolution seeks to change bylaws, 2/3 majority is required and the Senate Management Resolution must conform to Article III, Section 5 of the Senate's Constitution.
  - 3) Policy Resolutions -- motions which, if approved by the Senate and the President of the University, would create or modify university policy or procedure.
- b) Recommendations from standing committees, whether or not they affect any university policy, may be acted upon at the meeting of the Academic Senate at which they are introduced, provided they have been distributed to members of the Senate at least twenty-four (24) hours in advance of the meeting. However, a recommendation which a committee considers of unusual importance or complexity may be designated by the committee as a "first reading" item, for final action at the meeting following that at which it was first reported by the committee.
- c) Motions from the Floor
  - Motions not proposed by a policy committee:
    - 1) Described in a.1) and 2) above may be introduced and acted on at any meeting under the appropriate agenda item.
    - 2) Described in a.3) above may be acted upon only at a meeting subsequent to the meeting in which it is introduced or in which notice is given to the Senate of intention to introduce such a motion. If only a notice is given, such notice shall include the general sense of the proposed motion, and may be given either orally or in writing. Upon giving of notice, the presiding officer will enter the mover's name on

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the agenda for the next meeting and will recognize him or her at the time for New Business for the purpose of introducing the motion. Any motion from the floor may be referred to a committee on the day when first introduced.

- d) Motions to change the bylaws are governed by Article III, Section 5 of the constitution.
  - e) Any motion referred by the Senate to a policy committee must be reported back to the Senate with the committee's recommendation.
11. Announcements about the state of the university, including the President's announcements, are informational only; no resolutions calling for action may be presented at this point in the agenda.
12. Minutes
- a) Minutes of the Academic Senate are available to anyone in the academic community upon request.
  - b) Minutes and other papers of committees handling confidential matters shall be available only to committee members or such other personnel designated in university policy S73-19, "Faculty Personnel Records," as amended by S12-2.
13. Quorum
- For all Senate committees, a quorum is a majority of the members actually appointed, provided that at least 40 percent of the authorized membership is present. For the purposes of calculating a quorum, committee members are not considered actually appointed until attending their first committee meeting in each academic year.
14. In elections for Senate officers, if there are more than two nominees for an office and no nominee receives a majority, the nominee who has received the fewest votes shall be dropped from the ballot and another vote taken on the remaining candidates and so on until one has a majority provided that, when there are more than six nominees for an office, the lowest three shall be dropped after the first vote and thereafter, the lowest one.
15. The Senate may, by "Sense of the Senate" resolution, sponsor or co-sponsor conferences, forums, lectures, and other public events and activities, subject to the following guidelines:
- a) Senate sponsorship is most appropriate for events and activities whose purpose is educational enhancement and/or the promotion of intellectual discussion, consistent with the mission and goals of the university.
  - b) The event or activity must be non-profit. If any expense is to be

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incurred by the Senate, the Executive Committee shall make or obtain an estimate and ascertain that funds are available. Expenditures shall be in accordance with Standing Rule 19, Senate finances.

- c) The event or activity is of special interest or concern to the campus community or is of general public interest, and members of the campus community are involved as planners or participants.
- d) Events and activities concerned with current political and social issues must be structured to present a range of views and opinions and must be conducted with adherence to the principles of freedom of speech. Opportunities for questions and rebuttal are desirable.
- e) Written requests for Senate sponsorship or co-sponsorship of events and activities shall be referred to the Executive Committee for report and recommendation to the Senate.

Public hearings, workshops, and similar activities presented by Senate committees within the scope of their charge do not require Senate approval, unless Senate sponsorship or funding is sought.

16. The Executive Committee may place a discussion item on the Senate agenda (under New Business) at its own initiative or at the request of a policy committee or at the request of any six members. A brief written statement of the topic and its current relevance shall be distributed to Senate members at or in advance of the meeting. A spokesperson shall be designated by the group requesting the discussion, and the spokesperson shall be recognized by the Chair to open the discussion. The only permissible Senate actions on a discussion item at that meeting are to: 1) postpone it to, or continue it at a subsequent meeting; 2) terminate the discussion; or 3) refer the subject matter to committee.

### 17. Committee Meetings and Minutes

- a) Regular meetings of the Executive Committee shall be held during the semester on Mondays that the Senate does not meet. Meetings at other times may be called by the Senate Chair or the President.

Normally, meetings of the Executive Committee are closed to all but committee members. In its discretion, the committee may open a meeting in whole or in part, or invite particular persons to attend all or part of a meeting. Minutes of Executive Committee meetings shall be reported to the Senate. Minutes shall consist of a statement of subjects covered and conclusions (if any) reached. There shall be no information included that would identify the vote or remarks of any individual member or group of members, unless agreed to by the member or members and by the committee.

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- b) Meetings of other Senate committees shall normally be open to the campus community. In their discretion, committees may authorize closed meetings in special circumstances. If a committee meeting is closed, in whole or part, by committee rule or vote, only committee members and persons invited by the committee may be present. Circumstances justifying closed committee meetings include proceedings involving evaluation of persons or programs or possible consideration of issues involving privacy or confidentiality.
- c) Regular meetings of policy committees during the semester shall be held on the Mondays that the Senate does not meet. Special meetings may be called by the committee chair when necessary; meetings may be canceled by the chair for lack of business.
- d) The Committee on Committees and the Election Committee shall meet on a schedule agreed on by the committee or at the call of the committee chair.
- e) Normally operating committees shall meet on a schedule agreed on by the committee. Special or unscheduled meetings may be called by the committee chair.

In spring semester, before March 31, the continuing membership (those whose terms do not expire at the end of the semester) of each operating committee shall prearrange their meeting schedule for the following academic year. This schedule shall be reported to the Committee on Committees and Associated Students, and the schedule will be listed on the forms soliciting applications for operating committee membership.

Policy committees may request operating committees reporting to them to give priority in consideration to any specific matter referred to the operating committee.

- f) When possible, voting in Senate committees should be done in person during committee meetings. However, at the discretion of the chair, Senate committees shall be permitted to conduct votes via electronic mail, unless at least one committee member objects to email voting on a particular issue. Email voting shall not be used as a substitute for in-person deliberation and debate, and shall only be conducted after a proposal has been discussed in committee. If no member objects to email voting, the committee chair shall be responsible for transmitting the proposal voted on and for establishing a reasonable voting deadline. The committee chair must also tabulate and report the results of voting to the committee members in a timely fashion, indicating the votes of individual members. Committee members who do not have access to email shall be notified of all votes and shall be permitted to cast a vote in some other fashion. At least a majority of the entire committee membership must vote before a vote can be considered valid. If a vote is taken via email, that fact should be noted in any committee documentation

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that results from the vote (e.g. meeting minutes, annual reports, policy recommendations, etc.).

### g) Remote Attendance

#### 1) Executive Committee of the Senate:

No remote attendance is permitted.

#### 2) Academic Senate:

Any action taken by the Senate requires the presence of a quorum of the elected members in person. Members of the Senate are expected to attend meetings in person.

#### 3) Policy Committees:

Members of policy committees are expected to attend meetings in person. At the discretion of the policy committee chair, remote attendance may be permitted when appropriate and reliable resources are available and the work of the committee will not be compromised. Such accommodations should be rare. The individual requesting remote attendance is responsible for making all necessary arrangements needed to facilitate remote attendance.

#### 4) Operating Committees, Special Committees, Other Committees:

Members of operating committees, special agencies, 'other,' and special committees are expected to attend meetings in person. At the discretion of the committee chair, remote attendance may be permitted when appropriate and reliable resources are available and the work of the committee will not be compromised. The individual requesting remote attendance is responsible for making all necessary arrangement needed to facilitate remote attendance.

## 18. Duties of Senate Officers

In addition to such duties as are provided for by the Academic Senate constitution and bylaws,

- a) The Chair shall oversee the Senate's policy formulation process, shall take care that Senate policies are periodically reviewed and that appropriate revisions are initiated, shall cooperate with the incoming Chair to assure an orderly transition, shall be the Senate's principal spokesperson, and shall supervise the operations and activities of the Senate office;

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- b) The Vice Chair shall assist and advise the Chair, shall undertake such special projects (e.g., Senate retreats) on behalf of the Senate as the Chair and the Executive Committee may request, and shall cooperate with the outgoing Chair to assure an orderly transition;
- c) The Associate Vice Chair shall facilitate and encourage recruitment of faculty as candidates for the Senate and Senate committees, shall report Executive Committee proceedings to the Senate, shall, in the absence of the Senate Administrator, take the minutes of the Senate and Executive Committee, and shall assist the Chair in the conduct of Senate meetings;
- d) The Past Chair and (in the absence of a Past Chair) the Faculty Representative-At-Large shall have no specific duties, but shall undertake such special assignments as may be requested by the Chair and the Executive Committee;
- e) The CSU Senator elected to serve on the SJSU Executive Committee shall, in addition to her/his duties as a CSU Senator, be the chief liaison between the Executive Committee and the CSU Senate, informing each of relevant proposals and actions of the other;
- f) Chairs of Senate Policy Committees,
  - 1) as members of the Executive Committee, shall maintain liaison between their respective committees and the Executive Committee, and shall consult the Executive Committee regarding policy proposals, policy review, and other matters in the area of their committee's responsibility which may be brought before the Senate;
  - 2) as chairs of their respective committees, they shall preside at meetings, shall review existing policies in the area of their committee's responsibility and suggest appropriate revisions, shall take care that operating committees reporting to their committee meet and conduct business, and shall direct committee operations, seeing that minutes are taken and filed with the Senate office, agendas sent, policies drafted, annual reports filed, etc.

### 19. Senate Finances

- a) State Funds - Unless applicable laws and regulations otherwise provide, the Senate Chair is responsible for approval of expenditures of state funds authorized for Academic Senate use.
- b) Non-State Funds - Subject to any applicable special conditions or restrictions, disbursement of non-state funds available to the Senate shall

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be authorized by the Senate Chair, with the approval of a majority of the Senate officers.