

At its meeting of October 7, 1996, the Academic Senate approved the following Senate Management Resolution presented by Sally Veregge for the Organization and Government Committee.

**SENATE MANAGEMENT RESOLUTION
DUTIES OF SENATE OFFICERS**

Whereas, The duties of the Senate officers have evolved over time, and updated descriptions of these duties would be useful to the Senate and its officers; therefore be it

Resolved, That the following standing rule be adopted.

Standing Rule 19.

19. Duties of Senate Officers

In addition to such duties as are provided for by the Academic Senate Constitution and By-Laws.

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;

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 Secretary shall facilitate and encourage recruitment of faculty as candidates for the Senate and Senate committees, shall report Executive committee proceedings to the Senate, and shall assist the Chair in the conduct of Senate meetings and with Senate minutes, correspondence and archives;

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.