At its meeting of December 1, 1997, the Academic Senate approved the following Senate Management Resolution presented by James Brent for the Organization and Government Committee.

SENATE MANAGEMENT RESOLUTION
MODIFY STANDING RULES 6, 7, 10a, 12, 13, and 17

Modifies: SM-F89-2, SM-F89-3, SM-F88-1, SM-S91-2, SM-S93-5, SM-S95-2, SM-F95-2 and SM-F95-3

Whereas, Several Standing Rules of the Senate are confusing, outdated, or not followed in practice; now therefore be it

Resolved, That the Standing Rules of the Senate be modified as follows:

6. Submission of agenda items and amendments:
   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:
      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 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
C. Vice President for Student Affairs
D. CSU Senators
E. Associated Students President

X. Adjournment

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 (other than motions to amend the By-Laws) affecting only the rules, procedures, committees, or other internal affairs of the Senate;

3) Policy Resolutions – motions which, if approved by the Senate and the President of the University, would create or modify University policy or procedure.

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.”

13. Quorum

a) 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.