



**San José State**  
UNIVERSITY

**SM-F97-2**

A campus of The California State University

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Whereas, Several Standing Rules of the Senate are confusing, outdated, or not followed in practice; now therefore be it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