

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

SM-S20-1, Senate Management Resolution, Update of Senate Standing Rules

Legislative History:

At its meeting of March 2, 2020, Senator Shifflett presented and the Academic Senate approved the following Senate Management Resolution updating the Senate Standing Rules for the Organization and Government Committee.

Whereas: The Organization and Government Committee has completed its review of Senate Standing Rules; and

Whereas: Areas in need of update were found, therefore be it

Resolved: That the attached updates be adopted once passed by the Senate.

Rationale: The updates proposed address areas where issues related to compliance had been noted and where the work of the Senate could be facilitated.

Approved: 2/17/20

Vote: 12-0-0

Present: Altura, Grosvenor, Okamoto, Shifflett, Gallo, McClory, Higgins, French, Kao, Skinnell, Sasikumar, Millora

Absent:

Financial Impact: Potentially a reduction in costs with predominantly electronic communications.

Workload Impact: Additional coordination between the Senate Chair and policy committee chairs to facilitate communication on outstanding items.

Senate Management Resolution Recommended Updates to Senate Standing Rules

4. Senate communications to all individuals and groups will typically be electronic unless an accommodation is requested. 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.

Section 5: Whenever possible, each member of the Academic Senate shall be supplied with an electronic copy of any item presented to the Senate for action. On each such item, the date and source shall be indicated.

Section 6: Submission of agenda items:

- a) Items for inclusion on the agenda should be presented to the Academic Senate office by the Tuesday prior to a scheduled meeting.
- b) During Senate meetings, senators are encouraged to submit particularly lengthy amendments electronically to the Associate Vice Chair.

Section 7, a, I: Call to Order and Roll Call (as needed)

Section 7 a, VI: Policy Committee, and University Library Board Action Items. In rotation. (Information items to be submitted electronically and included with the agenda.)

Section 7, a, IX: State of the University Announcements. Questions. In rotation. (Reports/announcements are encouraged to be submitted electronically and included with the agenda when possible.)

- A. Provost
- B. Vice President for Administration and Finance
- C. Vice President for Student Affairs
- D. Chief Diversity Officer
- E. CSU Senate Representative
- F. Associated Students President

Section 10, b: Recommendations from policy 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.

Section 17, 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 electronically, unless at least one committee member objects to electronic voting on a particular issue. Electronic 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 electronic voting, the committee chair shall be responsible for transmitting the proposal to be 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. At least a majority of the entire committee membership must vote before a vote can be considered valid. If a vote is taken electronically, that fact should be noted in any committee documentation that results from the vote (e.g. meeting minutes, annual reports, policy recommendations, etc.).

Section 17, g, 4: All Other committees: Members of all other 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.

Section 18, a: The Chair shall oversee the Senate's policy formulation process; shall ensure that Senate policies are periodically reviewed and that appropriate revisions are initiated; shall, prior to the conclusion of the academic year, provide policy committee chairs with feedback on any outstanding items to facilitate preparation of committee year-end reports; 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.