

SM-S95-1

At its meeting of February 13, 1995, the Academic Senate approved the following Senate Management Resolution presented by Chris Jochim for the Organization and Government Committee.

COMMITTEE MEETING PROCEDURES

Whereas, There are currently inadequate Senate rules governing committee meeting procedures,

Resolved, Add to Senate Standing Rules a new Rule 18, as follows:

18. 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.

b) Meetings of the Budget Advisory Committee are provided for in By-Law 14. Normally, meetings of the Budget Advisory Committee are open to all members of the Senate. When feasible, advance notice of meetings will be given two weeks before a meeting. In its discretion, the committee may close all or any part of a meeting, or limit attendance. As provided in By-Law 14, minutes of the Budget Advisory Committee shall be governed by the same rules as provided above for Executive Committee meetings.

c) 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.

d) 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.

e) 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.

f) Operating committees shall meet on a schedule agreed on by the committee or at the call of the committee chair. Policy committees may request that operating committees reporting to them meet to consider business that has been referred to an operating committee.