

PROCEDURAL GUIDELINES FOR POLICY COMMITTEES SAN JOSE STATE UNIVERSITY

A. MEETINGS AND MINUTES -- Duties of the Committee Chairs

1. Send one copy of all agendas and minutes to the Academic Senate Office (ADM 176 - 0024).
2. Contact the elected chairs (or a continuing member if no chair has been elected) of their operating committees and assure that they convene their first fall meetings.

B. REPORTS TO THE SENATE

1. In accordance with Senate bylaws and to facilitate recordkeeping, please follow the format when submitting proposals, motions, reports, etc., for presentation or distribution to the Senate.
2. The Executive Committee requests that all "motions from the floor" and reports from chairs of policy committees indicate to the Senate whether the items of business are:
 - a) Policy Recommendations (campus or Senate),
 - b) Sense-of the Senate Resolutions (expressing opinion or requesting action or study),
 - c) Senate Management Resolutions (internal Senate matters), or simply
 - d) Information Items.
3. Proposal Guidelines:
 - a) All proposals should have implementation clauses which specify to whom a resolution should be distributed or which University agency will be responsible for carrying the policy into effect. Relevant dates for implementation should be included.
 - b. Determine if the proposed policy is in conflict with existing policy(ies). If necessary, please prepare modifications in a manner which reflects both the current policy and the proposed changes. Underline additions and ~~strike out deletions~~. For major or minor changes, always indicate the policy(ies) being amended, rescinded, or superseded. Line numbers should be included on all proposals. **Most major amendments proposed will require the whole related policy be included and marked with changes instead of piecemeal, multiple amendments, and a complete legislative history will be included on the proposed document.**
 - c. When necessary for clarification, policy committee reports should include a brief statement of the context of the recommendation and its major objectives or provisions.
 - d. In the event a referral is sent to more than one committee; the chairs of the committees should confer.
 - e. If a committee report needs to be delivered to Senate, please inform the Senate Office prior to the preparation of the agenda for that particular date.
4. Please inform your operating committees of all actions taken on their proposals to the policy committee.

C. DEADLINES

1. **AGENDA ITEMS FOR SENATE MEETINGS:** Policy chairs should inform the Senate Office seven days in advance of any agenda items. All relevant materials must be sent to the Senate Office no later than 5:00 p.m., Tuesday, 5 days before the next Senate meeting.
2. **MATERIALS TO BE DISTRIBUTED AT MONDAY MEETING:** Must be in the Senate Office no later than 9:00 a.m., the Monday of the meeting. It is not appropriate to distribute complex materials on the day of the meeting. These should be distributed with the agenda to allow advance notice required for preview.
3. **MOTIONS FROM THE FLOOR:** Any amendments made on a Final Reading item that has had a First Reading should be documented and copied as a handout for each Senator at the Final Reading. Lengthy amendments moved during debate should be written out and presented to the Associate Vice Chair. Minor amendments made during debate will be typed into a word copy of the proposal by the Associate Vice Chair during debate and shown via projector to all Senators as they are presented.

D. ANNUAL REPORT

At the end of each academic year, a summary report should be submitted to the Senate Office to distribute. It should include: pending business and/or recommendations for actions for the coming year.

OPERATING COMMITTEES - PROCEDURAL GUIDELINES SAN JOSE STATE UNIVERSITY

A. MEETINGS AND MINUTES (Chairs of Operating Committees)

1. Call the first meeting as soon after the first day of classes as possible but no later than the fourth week of classes.
2. Inform the Senate Office of time and place of committee meetings.
3. Send one copy of agendas and minutes to the Senate Office.

B. RECOMMENDATIONS FOR SENATE ACTION

1. Each operating committee is responsible to its respective policy committee.
2. Recommendations requiring Senate action should be channeled through the chair of the policy committee. The policy committee will then make its recommendation to the Senate. To avoid delays in action, always route items through the policy committee and send copies to the Senate Office.

3. In emergency situations which require immediate action, contact the chair of the policy committee first. Often, he or she may be able to handle the matter without formally taking it to committee before presentation before the Senate. DO NOT direct recommendations to the Executive Committee, as it will refer such items back to the policy committee for its consideration first.

C. COMMITTEE MEMBERSHIP

1. Questions regarding committee membership (additions, deletions, resignations, etc.) should be directed to the Associate Vice Chair.
2. Check the updated operating committee list to be sure it coincides with yours. Any irregularities should be reported to the Associate Vice Chair and the Senate Office.
3. Resignations: Individuals wishing to resign from operating committees should notify (in writing) the committee chair, with copies to the Associate Vice Chair and the Senate Office.

D. ANNUAL REPORT

1. At the end of the academic year, a summary report of actions should be submitted to the chair of the policy committee and the Senate Office.
2. Please include suggestions regarding changes in the committee's charge or composition and any other pertinent information about the value of the committee. A copy should go to the Chair of the Organization and Government Committee.

E. ELECTION OF COMMITTEE CHAIR

1. At the end of the spring semester, the chair should arrange for the election of a new chair for the coming year. The name of the new chair should be reported to the Senate Office.
2. All committee records should be passed on to the new chair prior to the end of the academic year.