TO: The Academic Senate
FROM: Executive Committee of the Academic Senate
SUBJECT: Standing Rules of the Academic Senate
PURPOSE: Action by the Academic Senate

ACTION REQUESTED:
That the Academic Senate adopt the attached 2011-2012 Standing Rules of the Academic Senate for use during the 2012-13 academic year, with the following suggested amendments:

3.1: Substitute for "on Sharepoint" to "on a publicly-accessible website and linked from www.csueastbay.edu/senate ."

3.4: Substitute for "Sharepoint" to "Senate website".

3.5: Same substitution for "Sharepoint" as above. Also, substitute "academic days" for "working days". Also, after "Items may be placed on the agenda of subsequent Senate meetings by a simple majority vote of the members present.", add "The Senate may postpone an item to a specified future meeting."

4.6: Add: "A division of the house may be conducted by electronic means, provided that the members' votes are all publicly displayed."

4.7g:"First Reading" should be capitalized.

New item 4.11: The current edition of Robert’s Rules of Order is considered the “generally accepted” rules of parliamentary procedure.

5.1: Change to: A recording of a meeting of the Senate may be made to help prepare the minutes, and for the use of committees upon approval of the Senate. The recording shall be given to the custody of the Secretary and secretarial staff of the Senate. The recording is not to be distributed beyond their custody. After formal approval of the minutes of the meeting the recording for that meeting shall be deleted.

6.2: Change "eight (8)" to "five (5)".

6.5: Change "BAA Affirmative Action Liaison Officer" to "BDE Diversity and Equity Liaison Officer".
1. **THE STANDING RULES**

1.1 The Standing Rules of the Senate are established to facilitate the handling of the business of the Senate.

1.2 The Standing Rules shall be established for the academic year at the first regular meeting of the Senate, by majority vote of the members present.

1.3 Standing Rules may be added, amended, or deleted by a vote of a majority of the members present at a regular Senate meeting, providing that the item was on the published agenda for that meeting.

1.4 Standing Rules may be suspended for the duration of a single meeting by a two-thirds favorable vote of the members present at that meeting.

2. **THE EXECUTIVE COMMITTEE**

2.1 The Executive Committee shall meet at least one week in advance of each regularly scheduled meeting of the Senate in order to prepare the agenda for that meeting. Normally the Executive Committee meetings shall take place at 2:00 p.m. on Tuesdays. The time and place of the regular meetings of the Executive Committee shall be a matter of public record.

2.2 All meetings of the Executive Committee shall be open to members of the University Community, except as provided in Bylaw IV.6.

2.3 Any member of the Senate shall have the privilege of the floor at meetings of the Executive Committee.

2.4 The proceedings of the Executive Committee shall be recorded in the minutes of the Executive Committee and distributed to the members of the Executive Committee for approval normally by the beginning of its next meeting. After they have been approved by the Executive Committee, the minutes shall be made available to any member of the University Community on the web. A summary of actions of the Executive Committee shall be posted to the web and a link sent to the members of the Academic Senate, Administrative Officers, College Deans, and Department Chairs, and to others upon special request.

2.5 **Election Procedures for Members of the Executive Committee of the Academic Senate**

At the Senate Organizational Meeting, once the Senate Officers for the next year are elected, the at-large members will be elected in series. Nominations will be accepted and a vote taken. Each Senator may cast the number of votes corresponding to the number of positions remaining open. Duplicate votes are not allowed. The person receiving the highest number of votes wins that round. A second vote is taken to determine the next at-large member, etc. etc. until all five positions are filled. Nominations may be made or withdrawn at any point except during a vote in progress. If there is a tie vote, all top vote getters win that round unless this exceeds the number of available spaces, at which point a tie breaking vote will occur.

(approved 01-02 BEC 11) Article IV, Section 7 of the Bylaws, “Organizational Meeting Voting”, states that “absentee and/or proxy voting shall not be permitted” and lists the members of the Senate who may vote at the Organizational meeting.

3. **AGENDAS FOR MEETINGS OF THE SENATE**

3.1 The agenda for each meeting of the Senate is to be prepared by the Executive Committee and distributed to the membership of the Senate at least three (3) days in advance of the meeting. A link to the agenda and materials on Sharepoint shall be provided by email.

3.2 Items for submission to the Senate are to be presented to the Executive Committee for action at a regular meeting. The items are to be submitted in accordance with the format presented in SR 6.0. Items not presented in the approved format may be returned to the originating group by the Executive Committee.
1. 3.3 The business items on the agenda are to indicate: the subject of the item and the source
2. of the item (by code as stated in SR. 6.0).
3. 3.4 The agendas for distribution to the membership of the Senate and each College or
4. Divisional Office shall be posted to Sharepoint and shall include the attachments prepared for the
5. agenda. This Senate meeting site on Sharepoint is accessible to the university community.
6. 3.5 The first order of business at a meeting of the Senate shall be approval of the agenda.
7. The order in which items on the agenda are taken up may be rearranged by a majority
8. vote of the members present. Items may be added to the agenda from the floor of the
9. Senate by a two-thirds majority vote of the members present. Items may be placed on
10. the agenda of subsequent Senate meetings by a simple majority vote of the members
11. present. Any such items must be accompanied by written motions-for-action submitted
12. to the Secretary with 55 copies for distribution or submitted electronically 2 working days prior to
13. the meeting to allow for availability of the items on Sharepoint.
14. 4.0 MEETINGS OF THE SENATE
15. 4.1 Regular meetings of the Senate shall be held on Tuesdays beginning at 2:00 p.m. A
16. meeting may be recessed and continued by majority vote.
17. 4.2 All meetings of the Senate shall be open to any member of the University Community.
18. 4.3 The Senate delegates to the Chair the right to accord the privilege of the floor to any
19. member of the University Community at the Chair's discretion, but reserves the right to
20. overrule the Chair by majority vote of members present and voting of the Senate.
21. 4.4 Motions made on the floor of the Senate shall:
22. a. be written and read to the Senate prior to the vote; and
23. b. be expressed in terms which indicate that the Senate is to act, precisely
24. what the Senate is to act upon, and how the Senate is to act.
25. 4.5 Motions which are submitted as part of agenda items for the Senate are to be expressed
26. in accordance with SR 4.4b, and included and identified as "action requested" in the
27. attachments to the agenda.
28. 4.6 Bylaw V.3 states, "Voting at meetings of the University Faculties, Academic Senate and
29. Executive Committee shall be by voice unless a show of hands or a division of the house
30. is requested by a member. A written ballot shall be required for every contested election
31. to office and shall be permitted as a method of voting in other cases upon concurrence of
32. a majority of the members present." A roll call vote shall be required on a vote of 20%
33. of the members present and voting.
34. 4.7 First and Second Readings (for Senate meetings)
35. a. Allows for communication with committees.
36. b. The first meeting of the Senate after the initial distribution of a document shall be
37. considered as the First Reading, appearing on the Senate agenda for the first time.
38. c. If a document is placed on the agenda, but is not considered because of adjournment, it
39. will be placed on the agenda of the next meeting without any change in its status.
40. d. Resolutions are not amended during the first reading.
41. e. Advice to the sponsoring committee(s) is appropriate during the first reading.
42. f. Referral back to the Executive Committee or the originating committee between First
43. and Second Reading shall not prevent the item from becoming a Second Reading as
44. originally scheduled when it returns to the Senate floor.
45. g. The requirement for a first reading may be waived upon a 2/3 vote of the body and be
46. considered a Second Reading.
47. • Appropriate if time-sensitive
48. • Limits campus feedback
49. • Limits time for reflection and perfection
1. **4.8 Consent Calendar (for Senate meetings)**
   a. Recommendations/proposals may be placed on the Consent Calendar when perceived to be noncontroversial as determined by the Chair of the Academic Senate, with unanimous approval of all members from the Executive Committee present.
   b. Items placed on the Consent Calendar will remain for two consecutive Senate meetings.
   c. If there are no objections at either of the two meetings, the item is automatically passed.
   d. Any Senator may remove a recommendation from the consent calendar and place it on the agenda by verbal request at the time of approval of the agenda. It will then be considered as a first reading and placed on the agenda for discussion.
   e. The Consent Calendar will be provided as part of the Senate agenda.

2. **4.9** If as a result of considerations of time, manner, or place the Chair shall deem that the normal business of the Senate cannot be conducted, he or she may declare the meeting adjourned.

3. **4.10** When a member of the Senate has been absent from regular meetings for a number of times deemed by the Executive Committee to be unreasonable, the Committee shall ask the member to submit his or her resignation in order that the position may be filled. If the member refuses to do so, the Senate may declare the position vacant and remove his or her voting privileges by a two-thirds vote.

4. **5.0 MINUTES OF THE SENATE**
   a. A tape recording of a meeting of the Senate may be made to help prepare the minutes, and for the use of committees upon approval of the Senate. The tape shall be given to the custody of the Secretary and secretarial staff of the Senate. The tape is not to be taken from their custody. After formal approval of the minutes of the meeting the tape for that meeting shall be erased.
   b. The minutes of each meeting of the Senate shall contain the names of members present, of members absent, and of visitors.
   c. The minutes of the Senate shall indicate the names of the makers and seconders of motions, the action taken, and shall indicate the numbers of votes for and against each motion for which a roll call is taken. The approved Senate minutes will be posted to the web.

5. **5.4 Summaries of Actions:**
   a. A Summary of Actions shall be provided to the President following each Executive Committee and Academic Senate meeting. His/her signature on the returned Summary provides a mechanism for the President to provide his/her acknowledgement and/or approval of the actions taken at the meeting.
   b. If the President does not accept the Academic Senate’s recommendation(s), the item shall be struck from the Summary of Actions and the Senate Chair shall be so informed in writing, along with the reason for such action. The Senate Chair will refer both the document and the President’s feedback/rationale back to the committee of origin.
   c. The Summaries of Actions of the Executive Committee and the Senate shall be provided on the Senate web page and a link sent to the Academic Senators, Administrative Officers, College Deans, Department Chairs, and to others upon special request.

6. **6.0 FORMAT FOR SUBMISSION OF ITEMS TO THE SENATE**
   a. Each item for action by the Senate is to be submitted separately. This does not exclude submission of a "reasonable set" as one item, e.g. "course changes in the Moss Landing Program" or "Standing Rules of the Academic Senate."
   b. All committee items for attachment to the agenda are to be submitted electronically to the Office of the Senate at least eight (8) working days in advance of the Executive Committee meeting at which action is requested. It is the responsibility of the submitting group to provide hard copies, should they be needed.
   c. Each item placed upon the agenda for action of the Senate shall be identified with a code
designating the source of the item, the year, and the serial order of the item from that source during that University year. It is understood that the University year begins with the Summer Quarter. The designation code symbols are detailed in SR 6.6.

6.4 Format for Submission of Agenda Items

(a) DESIGNATION CODE: ________
   DATE SUBMITTED: ________

TO: Academic Senate
FROM: (Name of submitting committee or group, or its chair, or the individual Senate members)
SUBJECT:
PURPOSE: (Why is the item being submitted to the Senate? E.g., "For adoption by the Senate," "For the information of the Senate," "Report of Progress.")
ACTION REQUESTED: (Specific statement, in motion form, of the recommended action for the Senate to take, clearly labeled "Action Requested." NOTE: When motions are concerned with adoptions of policy, rules, procedures, etc., the statements should be in final form as they should read when adopted and shall include an effective date when appropriate.)
Note: Any attachments will bear the designation code and the date submitted in the upper right-hand corner. If an item is jointly submitted by two or more committees, as when the Executive Committee submits an item that has been considered by a committee under an earlier Senate, it shall bear the designation of all committees involved.
(b) Proposals which involve textual changes in existing documents shall make known the language which is being changed, as well as the proposed new language.

6.5 DESIGNATION CODE FOR AGENDA ITEMS
The designation code consists of digits signifying the University year, a letter signifying the general area of origin, initials signifying the specific source within the general area, and a numeral signifying the serial order of the item. Example: 71-72 BEC 1. The area codes are:

A Administrative source
B Faculty Government sources
C Committees of the Faculty
D Colleges or Divisions of the University
E University Faculty
F Faculty Members
G Students

The specific codes are:

AC Chancellor of CSU
AP President of CSUEB
AT Trustees of CSU
BAA Affirmative Action Liaison Officer (AALO)
BAS Academic Senate
BC Chair of the Senate
BEC Executive Committee of the Senate
BSA Student Affairs Liaison Officer (SALO)
CAPR Committee on Academic Planning and Review
CIC Committee on Instruction and Curriculum
COBRA Committee on Budget and Resource Allocation
CCAC Concord Campus Advisory Committee
CFDE Faculty Diversity & Equity Committee
CR Committee on Research
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<thead>
<tr>
<th></th>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>1.</td>
<td>CFAC</td>
<td>Faculty Affairs Committee</td>
</tr>
<tr>
<td>2.</td>
<td>CFAI</td>
<td>Fairness Committee</td>
</tr>
<tr>
<td>3.</td>
<td>CAH</td>
<td>Ad hoc Committee on ____________________________</td>
</tr>
<tr>
<td>4.</td>
<td>DLASS</td>
<td>College of Letters, Arts and Social Sciences</td>
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<td>5.</td>
<td>DBE</td>
<td>College of Business and Economics</td>
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<tr>
<td>6.</td>
<td>DE</td>
<td>College of Education and Allied Studies</td>
</tr>
<tr>
<td>7.</td>
<td>DS</td>
<td>College of Science</td>
</tr>
<tr>
<td>8.</td>
<td>DSS</td>
<td>Division of Student Services</td>
</tr>
<tr>
<td>9.</td>
<td>DL</td>
<td>Division of Libraries</td>
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<tr>
<td>10.</td>
<td>EAAUP, ECCUFA, EUPC, etc.</td>
<td>University Faculty Member (or group of members)</td>
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<td>11.</td>
<td>FUFM</td>
<td>Associated Student Government</td>
</tr>
<tr>
<td>12.</td>
<td>GS</td>
<td>Student (or group of students)</td>
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(Line numbers will be modified by the Senate Office after the Standing Rules are approved, to accommodate any additional lines or any deletions.)

Last approved 10/4/2011