

CALIFORNIA STATE UNIVERSITY, HAYWARD

DESIGNATION CODE: 04-05 BEC 1 amended
DATE SUBMITTED: September 30, 2004

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

ACTION

REQUESTED: That the Academic Senate adopt the attached Standing Rules of the Academic Senate for use during the 2004-05 academic year

BACKGROUND

INFORMATION: The proposed revision to the Standing Rules of the Academic Senate is highlighted. (Line numbers will be modified, if necessary, by the Senate Office after the Standing Rules are approved, to accommodate any additional lines or any deletions.) This revision is an inclusion of a previously approved BEC document regarding election procedures for members of ExCom. These procedures have been followed since the approval of 01-02 BEC 11, but have not previously been included in the Standing Rules.

STANDING RULES OF THE ACADEMIC SENATE

1. 1.0 THE STANDING RULES
2. 1.1 The Standing Rules of the Senate are established to facilitate the handling of the business
3. of the Senate.
4. 1.2 The Standing Rules shall be established for the academic year at the first regular meeting
5. of the Senate, by majority vote of the members present.
6. 1.3 Standing Rules may be added, amended, or deleted by a vote of a majority of the
7. members present at a regular Senate meeting, providing that the item was on the
8. published agenda for that meeting.
9. 1.4 Standing Rules may be suspended for the duration of a single meeting by a two-thirds
10. favorable vote of the members present at that meeting.
11. 2.0 THE EXECUTIVE COMMITTEE
12. 2.1 The Executive Committee shall meet at least one week in advance of each regularly
13. scheduled meeting of the Senate in order to prepare the agenda for that meeting.
14. Normally the Executive Committee meetings shall take place at 2:00 p.m. on Tuesdays.
15. The time and place of the regular meetings of the Executive Committee shall be a matter
16. of public record.
17. 2.2 All meetings of the Executive Committee shall be open to members of the University
18. Community, except as provided in Bylaw IV.6.
19. 2.3 Any member of the Senate shall have the privilege of the floor at meetings of the
20. Executive Committee.
21. 2.4 The proceedings of the Executive Committee shall be recorded in the minutes of the
22. Executive Committee and distributed to the members of the Executive Committee for
23. approval normally by the beginning of its next meeting. After they have been approved
24. by the Executive Committee, the minutes shall be made available to any member of the
25. University Community upon request. A summary of actions of the Executive Committee
26. shall be sent to the members of the Academic Senate, Administrative Officers, College
27. Deans, and Department Chairs, and to others upon special request.
28. 2.5 Election Procedures for Members of the Executive Committee of the Academic Senate
29. At the Senate Organizational Meeting, once the Senate Officers for the next year are elected, the
30. at-large members will be elected in series. Nominations will be accepted and a vote taken. Each
31. Senator may cast the number of votes corresponding to the number of positions remaining open.
32. Duplicate votes are not allowed. The person receiving the highest number of votes wins that round.
33. A second vote is taken to determine the next at-large member, etc. etc. until all five positions are
34. filled. Nominations may be made or withdrawn at any point except during a vote in progress. If there is a tie
35. vote, all top vote getters win that round unless this exceeds the number of available spaces, at which
36. point a tie breaking vote will occur. (approved 01-02 BEC 11) Article IV, Section 7 of the Bylaws,
37. "Organizational Meeting Voting", states that "absentee and/or proxy voting shall not be permitted"
38. and lists the members of the Senate who may vote at the Organizational meeting.
39. 3.0 AGENDAS FOR MEETINGS OF THE SENATE
40. 3.1 The agenda for each meeting of the Senate is to be prepared by the Executive Committee
41. and distributed to the membership of the Senate at least three (3) days in advance of the
42. meeting.
43. 3.2 Items for submission to the Senate are to be presented to the Executive Committee for
44. action at a regular meeting. The items are to be submitted in accordance with the format
45. presented in SR. 6. Items not presented in the approved format may be returned to the
46. 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).
3. 3.4 The agendas for distribution to the membership of the Senate and each College or
4. Divisional Office shall include the attachments prepared for the agenda. Agendas
5. without attachments shall be sent to Department Chairs.
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.
13. 4.0 MEETINGS OF THE SENATE
14. 4.1 Regular meetings of the Senate shall be held on Tuesdays beginning at 2:00 p.m. A
15. meeting may be recessed and continued by majority vote.
16. 4.2 All meetings of the Senate shall be open to any member of the University Community.
17. 4.3 The Senate delegates to the Chair the right to accord the privilege of the floor to any
18. member of the University Community at the Chair's discretion, but reserves the right to
19. overrule the Chair by majority vote of members present and voting of the Senate.
20. 4.4 Motions made on the floor of the Senate shall:
21. a. be written and read to the Senate prior to the vote; and
22. b. be expressed in terms which indicate that the Senate is to act, precisely
23. what the Senate is to act upon, and how the Senate is to act.
24. 4.5 Motions which are submitted as part of agenda items for the Senate are to be expressed
25. in accordance with SR 4.4b, and included and identified as "action requested" in the
26. attachments to the agenda.
27. 4.6 Bylaw V.3 states, "Voting at meetings of the University Faculties, Academic Senate and
28. Executive Committee shall be by voice unless a show of hands or a division of the house
29. is requested by a member. A written ballot shall be required for every contested election
30. to office and shall be permitted as a method of voting in other cases upon concurrence of
31. a majority of the members present." A roll call vote shall be required on a vote of 20%
32. of the members present and voting.
33. 4.7 If as a result of considerations of time, manner, or place the Chair shall deem that the
34. normal business of the Senate cannot be conducted, he or she may declare the meeting
35. adjourned.
36. 4.8 When a member of the Senate has been absent from regular meetings for a number of
37. times deemed by the Executive Committee to be unreasonable, the Committee shall ask
38. the member to submit his or her resignation in order that the position may be filled. If
39. the member refuses to do so, the Senate may declare the position vacant and remove
40. his or her voting privileges by a two-thirds vote.
41. 5.0 MINUTES OF THE SENATE
42. 5.1 A tape recording of a meeting of the Senate may be made to help prepare the minutes,
43. and for the use of committees upon approval of the Senate. The tape shall be given to
44. the custody of the Secretary and secretarial staff of the Senate. The tape is not to be
45. taken from their custody. After formal approval of the minutes of the meeting the tape
46. for that meeting shall be erased.
47. 5.2 The minutes of each meeting of the Senate shall contain the names of members present,
48. of members absent, and of visitors.
49. 5.3 The minutes of the Senate shall indicate the names of the makers and seconders of
50. motions, the action taken, and shall indicate the numbers of votes for and against each
51. motion for which a roll call is taken.
1. 5.4 A summary of the actions of the Senate shall be sent to the Academic Senators,
2. Administrative Officers, College Deans, Department Chairs, Pioneer, and to others upon

3. special request.

4. 6.0 FORMAT FOR SUBMISSION OF ITEMS TO THE SENATE

5. 6.1 Each item for action by the Senate is to be submitted separately. This does not exclude
6. submission of a "reasonable set" as one item, e.g. "course changes in the Moss Landing
7. Program" or "Standing Rules of the Academic Senate."

8. 6.2 All committee items for attachment to the agenda are to be submitted with ninety-five
9. (95) copies to the Office of the Senate at least six (6) academic days in advance of the
10. Executive Committee meeting at which action is requested. It is the responsibility of the
11. submitting group to provide the copies.

12. 6.3 Each item placed upon the agenda for action of the Senate shall be identified with a code
13. designating the source of the item, the year, and the serial order of the item from that
14. source during that University year. It is understood that the University year begins with
15. the Summer Quarter. The designation code symbols are detailed in SR 6.6.

16. 6.4 Format for Submission of Agenda Items

17. (a) DESIGNATION CODE: _____

18. DATE SUBMITTED: _____

19. TO: Academic Senate

20. FROM: (Name of submitting committee or group, or its chair, or the individual Senate
21. members)

22. SUBJECT:

23. PURPOSE: (Why is the item being submitted to the Senate? E.g., "For adoption by the
24. Senate," "For the information of the Senate," "Report of Progress.")

26. ACTION REQUESTED: (Specific statement, in motion form, of the recommended
27. action for the Senate to take, clearly labeled "Action Requested." NOTE: When
28. motions are concerned with adoptions of policy, rules, procedures, etc., the
29. statements should be in final form as they should read when adopted.)

30. Note: Any attachments will bear the designation code and the date submitted in the
31. upper right-hand corner. If an item is jointly submitted by two or more
32. committees, as when the Executive Committee submits an item that has been
33. considered by a committee under an earlier Senate, it shall bear the designation of
34. all committees involved.

35. (b) Proposals which involve textual changes in existing documents shall make known the
36. language which is being changed, as well as the proposed new language.

37. 6.5 DESIGNATION CODE FOR AGENDA ITEMS

38. The designation code consists of digits signifying the University year, a letter signifying
39. the general area of origin, initials signifying the specific source within the general area,
40. and a numeral signifying the serial order of the item. Example: 71-72 BEC 1. The area
41. codes are:

42. A Administrative source

43. B Faculty Government sources

44. C Committees of the Faculty

45. D Colleges or Divisions of the University

46. E University Faculty

47. F Faculty Members

48. G Students

1. The specific codes are:
2. AC Chancellor of CSU
3. AP President of CSUH
4. AT Trustees of CSU
5. BAA Affirmative Action Liaison Officer (AALO)
6. BAS Academic Senate
7. BC Chair of the Senate
8. BEC Executive Committee of the Senate
9. BSA Student Affairs Liaison Officer (SALO)
10. CAPR Committee on Academic Planning and Review
11. CIC Committee on Instruction and Curriculum
12. CBRA Committee on Budget and Resource Allocation
13. CCAC Contra Costa Advisory Committee
14. CFDE Faculty Diversity & Equity Committee
15. CR Committee on Research
16. FAC Faculty Affairs Committee
- 16 CAH Ad hoc Committee on _____
17. DALSS College of Arts, Letters and Social Sciences
18. DBE College of Business and Economics
19. DE College of Education
20. DS College of Science
21. DSS Division of Student Services
22. DL Division of Libraries
23. EAAUP, ECCUFA, EUPC, etc.
24. FUFM University Faculty Member (or group of members)
25. GASG Associated Student Government
26. GS Student (or group of students)

(Line numbers will be modified by the Senate Office after the Standing Rules are approved, to accommodate any additional lines or any deletions.)

9/03, proposed revision 9/04