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**STANDING RULES OF THE ACADEMIC SENATE 2018-2019**

*History:*

*Approved 10/4/2011*

*Amended by 12-13 BEC 1; approved 10/9/2012*

*Amended by 13-14 BEC 4; Senate approved 10/8/2013*

*Amended by 14-15 BEC 1*

*Amended by 14-15 BEC 7*

*Amended by 15-16 BEC 1*

*Amended by 16-17 BEC 1*

*Amended by 17-18 BEC 1*

*Amended by 18-19 BEC 1 amended*

*Amended by 18-19 BEC 5; Senate approved 9/18/18*

**1.0 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.

**2.0 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.

## **3.0 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 a publicly-accessible website and linked from [www.csueastbay.edu/senate](http://www.csueastbay.edu/senate) 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.
- 3.3** The business items on the agenda are to indicate: the subject of the item and the source of the item (by code as stated in SR 6.0).
- 3.4** The agendas for distribution to the membership of the Senate and each College or Divisional Office shall be posted to the Senate website and shall include the attachments prepared for the agenda. This Senate meeting website is accessible to the university community.
- 3.5** The first order of business at a meeting of the Senate shall be approval of the agenda. The order in which items on the agenda are taken up may be rearranged by a majority vote of the members present. Items may be added to the agenda from the floor of the Senate by a two-thirds majority vote of the members present. Any items to be added to the day's agenda from the floor must be submitted to the Senate mailing list two academic days prior to the meeting; alternatively, at or prior to the start of the day's meeting, 55 copies of the written motion-for-action may be submitted to the Secretary for distribution.
- 3.6** Items may be placed on the agenda of subsequent Senate meetings by a simple majority vote of the members present. The Senate may postpone an item to a specified future meeting.

## **4.0 MEETINGS OF THE SENATE**

- 4.1** Regular meetings of the Senate shall be held on Tuesdays beginning at 2:00 p.m. A meeting may be recessed and continued by majority vote.
- 4.2** All meetings of the Senate shall be open to any member of the University Community.
- 4.3** The Senate delegates to the Chair the right to accord the privilege of the floor to any member of the University Community at the Chair's discretion, but reserves the right to overrule the Chair by majority vote of members present and voting of the Senate.
- 4.4** Motions made on the floor of the Senate shall:
- a. be written and read to the Senate prior to the vote; and
  - b. be expressed in terms which indicate that the Senate is to act, precisely what the Senate is to act upon, and how the Senate is to act.
- 4.5** Motions which are submitted as part of agenda items for the Senate are to be expressed in accordance with SR 4.4b, and included and identified as "action requested" in the attachments to the agenda.
- 4.6** Bylaw V.3 states, "Voting at meetings of the University Faculties, Academic Senate and Executive Committee shall be by voice unless a show of hands or a division of the house is requested by a member. A written ballot shall be required for every contested election to office and shall be permitted as a method of voting in other cases upon concurrence of a majority of the members present." A roll call vote shall be required on a vote of 20% of the members present and voting. A division of the house may be conducted by electronic means, provided that the members' votes are all publicly displayed number of yeas and nays.
- 4.7** First and Second Readings (for Senate meetings)
- a. Action items shall be considered over two Senate meetings, during the "First Reading" and "Second Reading" processes.
  - b. The first time an action item appears on the Senate agenda and is discussed or considered by the Body shall be considered as the First Reading.
  - c. Any action item that appears on the agenda, but is not considered because of adjournment, is not automatically placed on the next Senate agenda. The Executive Committee, in discharging its duty under 3.1 above, will determine the appropriate placement of all new and "continuing" business on subsequent Senate agenda(s).
  - d. Action items are not amended during the first reading.
  - e. During the First Reading, members may raise questions and offer suggestions to the sponsoring committee(s).
  - f. Referral back to the Executive Committee or the originating committee between First and Second Reading shall not prevent the item from becoming a Second Reading when it returns to the Senate floor.
  - g. The requirement for a First Reading may be waived upon a 2/3 vote of the body and be considered a Second Reading.
  - h. Information items and acceptance of reports do not require second readings.
- 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.

- 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.
- 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.
- 4.11** The current edition of *Robert's Rules of Order* is considered the "generally accepted" rules of parliamentary procedure.

## **5.0 MINUTES OF THE SENATE**

- 5.1** 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. The Senate shall be notified at the beginning of the meeting if the meeting is going to be recorded.
- 5.2** The minutes of each meeting of the Senate shall contain the names of members present, of members absent, and of visitors.
- 5.3** 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.
- 5.4** 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.

## **6.0 FORMAT FOR SUBMISSION OF ITEMS TO THE SENATE**

- 6.1** 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."

- 6.2** All committee items for attachment to the agenda are to be submitted electronically to the Office of the Senate at least five (5) 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.
- 6.3** 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. The designation code symbols are detailed in SR 6.6.
- 6.4** **Format for Submission of Agenda Items**

DESIGNATION CODE: \_\_\_\_\_  
DATE SUBMITTED: \_\_\_\_\_

**TO:** The Academic Senate

**FROM:** Name of submitting committee or group, or its chair, or the individual Senate members

**SUBJECT:** Designation code followed by title of document

**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** In the event an item does not adhere to proper formatting, the body may determine by a Majority vote that the item is sufficiently important to warrant its consideration. In such cases, corrections to achieve appropriate formatting of the final document will be completed post hoc. In no instance shall a minor formatting error or typo be considered sufficient cause

to prevent an item from consideration.

## 6.6 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.

(In a few cases, for example, FAC, the letter signifying the general area of origin is omitted.) 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	Group of Students
<b>The specific codes are:</b>	
AAA	Academic Affairs
AC	Chancellor of CSU
AP	President of CSUEB
ASCD	Semester Conversion Directors
ASCSC	Semester Conversion Steering Committee
AT	Trustees of CSU
BAS	Academic Senate
BC	Chair of the Senate
BDE	Diversity and Equity Liaison Officer
BEC	Executive Committee of the Senate
BSA	Student Affairs Liaison Officer (SALO)
CAH	Ad hoc Committee on
CAPR	Committee on Academic Planning and Review
CCAC	Concord Campus Advisory Committee
CGAAG	Grade Appeal and Academic Grievance Committee
CIC	Committee on Instruction and Curriculum
COBRA	Committee on Budget and Resource Allocation
CR	Committee on Research
DBE	College of Business and Economics
DE	College of Education and Allied Studies
DLASS	College of Letters, Arts and Social Sciences
DLIB	University Libraries
DS	College of Science
DSS	Division of Student Services
FAC	Faculty Affairs Committee
FDEC	Faculty Diversity & Equity Committee
FUFM	University Faculty Member (or group of members)
GASG	Associated Student Government
GS	Student (or group of students)
ITAC	Information Technology Advisory Committee