

California State University, East Bay
STANDING RULES OF THE ACADEMIC SENATE for 2011-12

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 on the web. A summary of actions of the Executive Committee
26. shall be posted to the web and a link sent to the members of the Academic Senate, Administrative
27. Officers, College 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,
30. the at-large members will be elected in series. Nominations will be accepted and a vote taken.
31. Each Senator may cast the number of votes corresponding to the number of positions
32. remaining open. Duplicate votes are not allowed. The person receiving the highest number of
33. votes wins that round. A second vote is taken to determine the next at-large member, etc. etc.
34. until all five positions are filled. Nominations may be made or withdrawn at any point except
35. during a vote in progress. If there is a tie vote, all top vote getters win that round unless this
36. exceeds the number of available spaces, at which point a tie breaking vote will occur.
37. (approved 01-02 BEC 11) Article IV, Section 7 of the Bylaws, "Organizational Meeting Voting",
38. states that "absentee and/or proxy voting shall not be permitted" and lists the members of the
39. Senate who may vote at the Organizational meeting.

40. 3.0 AGENDAS FOR MEETINGS OF THE SENATE

41. 3.1 The agenda for each meeting of the Senate is to be prepared by the Executive Committee
42. and distributed to the membership of the Senate at least three (3) days in advance of the
43. meeting. A link to the agenda and materials on Sharepoint shall be provided by email.

44. 3.2 Items for submission to the Senate are to be presented to the Executive Committee for
45. action at a regular meeting. The items are to be submitted in accordance with the format
46. presented in SR 6.0. Items not presented in the approved format may be returned to the
47. 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)
2. a. Recommendations/proposals may be placed on the Consent Calendar when perceived to
3. be noncontroversial as determined by the Chair of the Academic Senate, with
4. unanimous approval of all members from the Executive Committee present.
5. b. Items placed on the Consent Calendar will remain for two consecutive Senate meetings.
6. c. If there are no objections at either of the two meetings, the item is automatically passed.
7. d. Any Senator may remove a recommendation from the consent calendar and place it on
8. the agenda by verbal request at the time of approval of the agenda. It will then be
9. considered as a first reading and placed on the agenda for discussion.
10. e. The Consent Calendar will be provided as part of the Senate agenda.
11. 4.9 If as a result of considerations of time, manner, or place the Chair shall deem that the
12. normal business of the Senate cannot be conducted, he or she may declare the meeting
13. adjourned.
14. 4.10 When a member of the Senate has been absent from regular meetings for a number of
15. times deemed by the Executive Committee to be unreasonable, the Committee shall ask
16. the member to submit his or her resignation in order that the position may be filled. If
17. the member refuses to do so, the Senate may declare the position vacant and remove
18. his or her voting privileges by a two-thirds vote.
19. 5.0 MINUTES OF THE SENATE
20. 5.1 A tape recording of a meeting of the Senate may be made to help prepare the minutes,
21. and for the use of committees upon approval of the Senate. The tape shall be given to
22. the custody of the Secretary and secretarial staff of the Senate. The tape is not to be
23. taken from their custody. After formal approval of the minutes of the meeting the tape
24. for that meeting shall be erased.
25. 5.2 The minutes of each meeting of the Senate shall contain the names of members present,
26. of members absent, and of visitors.
27. 5.3 The minutes of the Senate shall indicate the names of the makers and seconders of
28. motions, the action taken, and shall indicate the numbers of votes for and against each
29. motion for which a roll call is taken. The approved Senate minutes will be posted to the web.
30. 5.4 Summaries of Actions:
31. a. A Summary of Actions shall be provided to the President following each Executive
32. Committee and Academic Senate meeting. His/her signature on the returned Summary
33. provides a mechanism for the President to provide his/her acknowledgement and/or
34. approval of the actions taken at the meeting.
35. b. If the President does not accept the Academic Senate's recommendation(s), the item
36. shall be struck from the Summary of Actions and the Senate Chair shall be so informed
37. in writing, along with the reason for such action. The Senate Chair will refer both the
38. document and the President's feedback/rationale back to the committee of origin.
39. c. The Summaries of Actions of the Executive Committee and the Senate shall be
40. provided on the Senate web page and a link sent to the Academic Senators,
41. Administrative Officers, College Deans, Department Chairs, and to others upon special
42. request.
43. 6.0 FORMAT FOR SUBMISSION OF ITEMS TO THE SENATE
44. 6.1 Each item for action by the Senate is to be submitted separately. This does not exclude
45. submission of a "reasonable set" as one item, e.g. "course changes in the Moss Landing
46. Program" or "Standing Rules of the Academic Senate."
47. 6.2 All committee items for attachment to the agenda are to be submitted electronically to the
48. Office of the Senate at least eight (8) working days in advance of the
49. Executive Committee meeting at which action is requested. It is the responsibility of the
50. submitting group to provide hard copies, should they be needed.
51. 6.3 Each item placed upon the agenda for action of the Senate shall be identified with a code

1. designating the source of the item, the year, and the serial order of the item from that
2. source during that University year. It is understood that the University year begins with
3. the Summer Quarter. The designation code symbols are detailed in SR 6.6.

4. **6.4 Format for Submission of Agenda Items**

5. (a) DESIGNATION CODE: _____
6. DATE SUBMITTED: _____

7. TO: Academic Senate

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

10. SUBJECT:

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

13. ACTION REQUESTED: (Specific statement, in motion form, of the recommended
14. action for the Senate to take, clearly labeled "Action Requested." NOTE: When
15. motions are concerned with adoptions of policy, rules, procedures, etc., the
16. statements should be in final form as they should read when adopted and shall include
17. an effective date when appropriate.)

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

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

25. **6.5 DESIGNATION CODE FOR AGENDA ITEMS**

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

30. A Administrative source
31. B Faculty Government sources
32. C Committees of the Faculty
33. D Colleges or Divisions of the University
34. E University Faculty
35. F Faculty Members
36. G Students

37. The specific codes are:

38. AC Chancellor of CSU
39. AP President of CSUEB
40. AT Trustees of CSU
41. BAA Affirmative Action Liaison Officer (AALO)
42. BAS Academic Senate
43. BC Chair of the Senate
44. BEC Executive Committee of the Senate
45. BSA Student Affairs Liaison Officer (SALO)
46. CAPR Committee on Academic Planning and Review
47. CIC Committee on Instruction and Curriculum
48. COBRA Committee on Budget and Resource Allocation
49. CCAC Concord Campus Advisory Committee
50. CFDE Faculty Diversity & Equity Committee
51. CR Committee on Research

1. CFAC Faculty Affairs Committee
2. CFAI Fairness Committee
3. CAH Ad hoc Committee on _____
4. DLASS College of Letters, Arts and Social Sciences
5. DBE College of Business and Economics
6. DE College of Education and Allied Studies
7. DS College of Science
8. DSS Division of Student Services
9. DL Division of Libraries
10. EAAUP, ECCUFA, EUPC, etc.
11. FUFM University Faculty Member (or group of members)
12. GASG Associated Student Government
13. 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.)

Last approved 10/4/2011