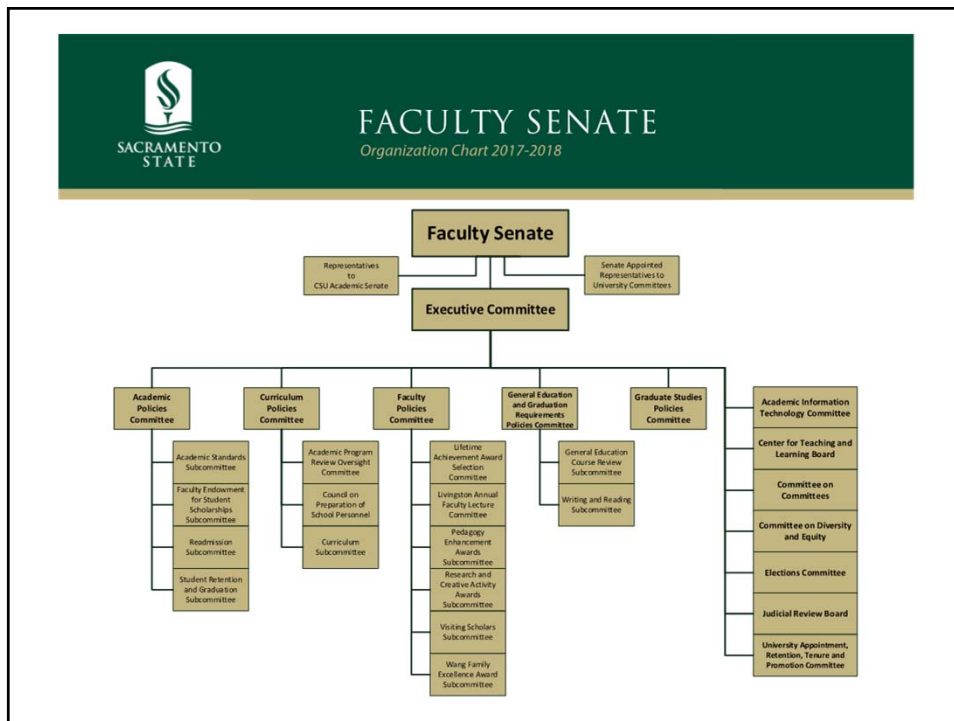# Senate Information Guide
2017-18

What is shared governance?

"An effective system of shared governance within a university recognizes the president ultimately has authority and responsibility for the decisions affecting the institution. The same system recognizes that shared governance benefits from a process of joint decision-making, consultation and a spirit of collegiality wherein mutual respect and mutual responsibility are essential."
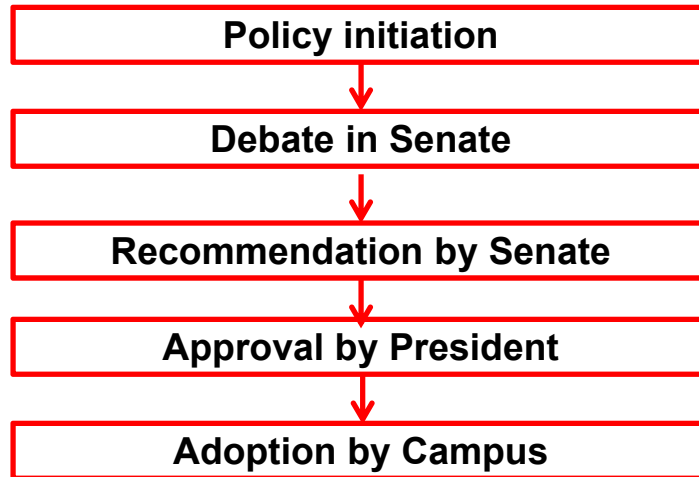
Adopted by the Faculty Senate, April 15, 2010 (FS 10-30/EX)
Reaffirmed by the Faculty Senate, August 26, 2015 (FS15/16-16/EX)

What is the role of the Senate?

- Advocates on behalf of constituencies:
  - Senate appointments to university committees
  - policy creation
  - recommendations to administrators
- Voice of the faculty
  - dialogue with upper level administration to influence decision-making and impact campus culture

How does academic and curricular legislation occur?

Policy initiation

↓

Debate in Senate

↓

Recommendation by Senate

↓

Approval by President

↓

Adoption by Campus

What is the structure of meetings?

1. Call to Order
2. Roll call
3. Moment of Silence
4. **Open Forum**
5. Information Items
6. **Approval of Agenda**
7. Approval of Minutes
8. **Second Reading Items**
9. **First Reading Items**
10. Adjournment

Open Forum

- 10 minutes (extendable by simple majority)
- 3 minutes per speaker (strictly enforced!)
- Any member of campus community can speak
  - Notify Chair 24 hours in advance
- Issues raised can become First Reading items

Approval of the Agenda: What's a consent item?

- Items that are routine and non-controversial
  1. Consent information items
  2. Consent action items
- **ALL** consent items are approved with agenda
- Representatives may request removal of item from consent
  1. Information items (motion to amend/rescind)
  2. Action items (automatic placement on agenda)

What is considered "routine and non-controversial"?

Information[JH1]

- Executive Committee actions taken when time doesn't permit Senate to act (summer/winter)
- Approved Senate actions

Action

- Committee appointments
- Program proposals
- Program reviews
- Policies (amendments to ensure compliance)
- Committee standing rules
- Year-end reports

First reading

- 10 minutes (extendable by majority vote)
- 3 minutes per speaker (strictly enforced!)
- Presentation on intent of & need for policy
  - Committee Chair
  - Maker & seconder of motion
- Questions and clarifications
- Allows for consultation

No debate!

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Julian Heather, 9/5/2016

Second reading

- Item received First Reading at previous meeting
- Item promoted to Second Reading
- Action taken on an item
  (see *Motions 101* handout)
- Debate ends when..
  1. Speakers list exhausted
  2. Motion to end debate (non-debatable; 2/3 majority)

What are a representative's responsibilities?

1. Representation of electing unit
   a. Consultation with constituents
   b. Transmittal of information
2. Attendance at meetings
   a. Communication with alternates
3. Careful review of documents
4. Collegiality & objectiveness
5. Preparation of amendments before proposing them