

Approved by the Faculty Senate on September 19, 2013

**FS 13/14-13/EX Standing Rules of the Faculty Senate, California State University, Sacramento,
for the 2013-2014 AY, Approval Of:**

Carried.

**STANDING RULES OF THE FACULTY SENATE
California State University, Sacramento**

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Article I. Faculty Senate of California State University, Sacramento

The Faculty Senate shall have power to formulate, review, revise, adopt and recommend policy and procedures to the President of the California State University, Sacramento. Its power shall extend to any academic matter delegated to the President by law and by the Trustees and Chancellor of The California State University. The extent of this power shall include but not be limited to academic, personnel, and fiscal policies. All policies adopted by the President that have not been initiated by the Faculty Senate or have not been the subject of formal consultation with the Faculty Senate shall be reported to the Faculty Senate for its information. [*Constitution of the Faculty of California State University, Sacramento, Article II, Section 2.*]

Article II. Faculty Senate Committees

The following general guidelines govern the membership and operating procedures for all standing committees with variations noted in individual charges.

A. General Statements

1. Faculty participation in university-wide policy formulation is provided by the Faculty Senate and its committees, and through Faculty Senate-recommended representation on University committees.
2. All committees established by the Faculty Senate are committees of the Faculty Senate and report to the Senate through its Executive Committee.
3. Senate committees shall act for the faculty of the university in planning and recommending university policy to the Executive Committee of the Faculty Senate.
4. Students, appointed by the Associated Students, Inc., are non-voting members of Faculty Senate committees.
5. Staff, appointed by the President, are non-voting members of Faculty Senate committees.
6. The interpretation of University policy is the responsibility of the President. If a policy is unclear, the President shall, if time permits, consult with the Executive Committee of the Faculty Senate on the interpretation of the policy, and inform the Executive Committee of interpretations made when time has not permitted consultation. Faculty Senate committees recommend policies and interpretation of policies to the Executive Committee; the President and/or the Executive Committee are responsible for proposing clarifying language for University policies to the Senate.

B. Elected Committees

1. **Executive Committee:** The membership and responsibilities of the Executive Committee are identified in *Bylaws of the Faculty Senate, Article IV, Section A.*
2. **Judicial Review Board:** The membership and responsibilities of the Judicial Review Board are identified in *Constitution of the Faculty of California State University, Sacramento, Article III, Sections 1-5.*

C. Standing Policy Committees

The chairs of the following Standing Policy Committees serve as voting members of Executive Committee (*Bylaws: Article IV. Section A. 1.*) Standing Policy Committees of the Faculty Senate are as follows:

[Academic Policies Committee](#)

[Curriculum Policies Committee](#)

[Faculty Policies Committee](#)

[General Education Policies/Graduation Requirements Committee](#)

[Graduate Studies Policies Committee](#)

1. Membership

- a. **Voting members shall include:** 11 faculty members appointed by the Faculty Senate to a three year term, including one faculty member from the Library or Student Services Professionals-Academically Related units, and ten College-based faculty members. More than one member may be from a single college but no two members may be from the same department/unit. Every effort shall be made to encourage membership from each college.
- b. **Non-voting members shall include:** One staff member appointed by the University Staff Assembly to a two year term; one undergraduate student appointed by ASI to a one year term; one graduate student appointed by ASI to a one year term; ex-officio members of the administration as determined by the Executive Committee and the President, and which shall normally include incumbents or designees of the following offices or their equivalents: Associate Vice President for Student Affairs, Enrollment and Student Support; Associate Vice President, Student Retention and Academic Success; Associate Dean of Undergraduate Studies; University Registrar; Director, Academic Advising Center and Career Center; and may include others as deemed necessary to the work of the Committee; and the Faculty Senate Chair.

2. Procedures for Selection

- a. The selection of committee members shall take place each spring semester.
- b. The Faculty Senate Office shall conduct an annual Preference Poll to determine each faculty member's preference for service on Senate Standing Policy Committees.
- c. The Committee on Committees shall recommend committee members from the annual Preference Poll nominees and submit the roster of appointments to the Faculty Senate for approval.
- d. Insofar as possible, the nominees shall be sought to maintain a racial, sexual, ethnic, and departmental (college) balance.
- e. The selection of replacement members to fill unexpired terms is made by Executive Committee recommendation with approval of the Senate.

3. Terms of Appointment

- a. Faculty Senate committee members, appointed by the Faculty Senate, ordinarily serve a three year term. When specifically designated as a member of the Faculty Senate, the term coincides with the Senate term. If a committee member goes on leave, or is otherwise unable to attend committee meetings for a specified period of time, a substitute shall be appointed to the committee for the duration of the absence.
- b. The Committee on Committees or the Executive Committee shall try to ensure, as far as possible, that approximately one-third of the members are appointed each year.
- c. Student members serve for one-year terms, with the possibility of reappointment. The manner

- of selection of the student member is to be determined by the Associated Students, Inc.
- d. Staff members serve for two-year terms, with the possibility of reappointment. The manner of selection of the staff member is to be determined by the University Staff Assembly (USA).

4. Attendance Policy for Faculty Senate Committee Appointees

- a. Faculty appointed to committees are expected to serve and participate. Those unable or unwilling to share in committee work shall inform the Faculty Senate Chair.
- b. If a committee is concerned about non-participation of a member:
 - i. The chair of the committee shall seek a satisfactory solution with the individual.
 - ii. If there is no resolution, the committee shall direct the committee chair to refer the matter to the Executive Committee in accordance with the *Bylaws (Article IV, Section D)*.
 - iii. Other committees, task forces, etc., concerned about non-participation of appointed faculty representatives may communicate with the Executive Committee.

5. Nomination and Election of Chair (FS 11/12-100)

- a. Standing Policy Committee Chairs shall be elected annually by the Faculty Senate, shall preside over his/her and shall serve on the Executive Committee of the Faculty Senate as a voting ex-officio member. The Chair shall also serve as an ex-officio non-voting member of the Faculty Senate, unless concurrently serving as the elected representative his or her department/unit.
- b. The term of office of a Standing Policy Committee Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Chair of the Standing Policy Committee and shall end at noon on the last day of the spring semester of the following year.
- c. A faculty member shall be eligible to serve up to three consecutive terms as Chair of the same Policy Committee; after an interval of one year following the end of the third consecutive term, the faculty member shall again be eligible for election to the chair of this Policy Committee.
- d. Nomination and Election of Chair
 - i. Nominations of candidates for Chair of each standing Policy Committee may be made by a Senator from the floor; by the current membership of the Standing Committee; or by a petition signed by ten (10) or more full-time faculty members and filed with the Faculty Senate office before the first meeting of the new Faculty Senate.
 - ii. The candidates for Chair of each standing Policy Committee shall submit a one-page description of qualifications and intentions to the Faculty Senate office for inclusion with the agenda for the election meeting.
 - iii. The election of the Chairs of the standing Policy Committees of the Faculty Senate shall be by secret ballot. The candidate for each office who receives more votes than any other candidate for that office shall be elected.

6. Role and Responsibilities

Chairs of Standing Policy Committees shall:

- a. set committee priorities
- b. convene committee members
- c. facilitate/frame committee discussions
- d. initiate and prepare all committee correspondence
- e. delegate tasks to committee members as appropriate
- f. prepare working drafts/proposals for discussion by the committee
- g. write final policy recommendations

- h. write final reports of committee
- i. prepare agendas and minutes for distribution 72 hours in advance of meeting
- j. identify and convene all members of ad hoc/subcommittees and task forces
- k. provide specific directions to all at hoc/subcommittees and task forces
- l. generally, be responsible for facilitating the achievement of the goals and objectives of the committee (as specified for the academic year)
- m. serve as ex-officio, non-voting member of the Faculty Senate, regularly attend Senate meetings, and regularly inform Executive Committee as to the Committee's work/policy issues
- n. coordinate committee business with Senate Office staff.

D. Other Faculty Senate Committees

[Academic Information Technology Committee \(AITC\)](#)
[Center for Teaching and Learning Board \(CTL\)](#)
[Committee on Committees](#)
[Committee on Diversity and Equity \(CODE\)](#)
[Elections Committee](#)
[University Appointment, Retention, Tenure and Promotion Committee \(UARTP\)](#)

E. Faculty Senate Subcommittees

1. With the approval of the Executive Committee and the Faculty Senate, each committee may establish subcommittees as required. Criteria for determining subcommittee membership shall be identified as part of the establishment of the subcommittee.
2. As required, each committee may establish its own ad hoc committees.
3. Faculty members serve for two years, assuring as nearly as possible, that approximately one-half of the members are appointed each year.

The Subcommittees of the Faculty Senate Standing Policy Committees are as follows.

Academic Policies Committee

- a. [Academic Standards Subcommittee](#)
- b. [Faculty Endowment for Student Scholarships Committee](#)
- d. [Readmission Subcommittee](#)
- e. [Student Retention and Graduation Subcommittee](#)

Curriculum Policies Committee

- a. [Curriculum Subcommittee](#)
- b. [Council on Preparation of School Personnel Subcommittee \(CPSP\)](#)
- c. [Program Review Oversight Subcommittee \(PROC\)](#)
- d. [Writing and Reading Subcommittee](#)

Faculty Policies Committee

- a. [John C. Livingston Annual Faculty Lecture Committee](#)
- b. [Lifetime Achievement Award Selection Committee](#)
- c. [Pedagogy Enhancement Awards Subcommittee](#)
- d. [Research and Creative Activities Award Subcommittee](#)
- e. [Visiting Scholars Subcommittee](#)

General Education Policies/Graduation Requirements Committee

a. [General Education Course Review Subcommittee](#)

[Graduate Studies Policies Committee](#)

F. Faculty Senate Office Technical and Research Assistance

1. The Faculty Senate Office staff shall provide technical assistance to the Faculty Senate and its committees including assistance with set-up of recording device as negotiated with committee chairs, provision of copies with sufficient notification (typically 24 hours), and website updating to post minutes and agendas.
2. The Faculty Senate Office coordinates electronic balloting with the Vice Chair, the Elections Committee and ATCS.
3. The Faculty Senate Office administers the annual Preference Poll and keeps track of committee vacancies and representative elections by departments, notifying parties as necessary.
4. The Faculty Senate Office coordinates the John C. Livingston Annual Faculty Lecture, Outstanding Faculty Awards, and the Faculty Endowment for Student Scholarships.

G. Channels of Communication

1. All standing Policy Committee Chairs shall inform the Chair of the Faculty Senate of the establishment and personnel of subcommittees and ad hoc committees. Each standing Committee Chair is responsible for informing the Secretary of the Faculty Senate of all its scheduled meetings, as well as meetings of its subcommittees and ad hoc committees.
2. The Secretary of the Faculty Senate shall post to the Faculty Senate on-line calendar all committee (standing, sub, and ad hoc) meetings, indicating the dates and places. This publication shall be distributed to all members of the faculty electronically.
3. Recommendations (or the inability to reach a recommendation) of the subcommittees shall be sent to the parent committees.
4. Recommendations of Standing Policy Committees, and all other Senate Committees shall be sent to the Executive Committee for action.
5. In accordance with Article IV Section .2.b of *Bylaws of the Faculty Senate*, the Executive Committee shall determine the appropriate disposition of committee recommendations.
6. Committee chairs shall provide the Executive Committee with minutes of each meeting of the committee and a brief annual report of committee activities which shall include recommendations, if any, for changes in the structure of the committee.

Article III. Conduct of Faculty Senate Business

A. Senate Meeting Agenda

1. The Chair, in consultation with the Executive Committee, is responsible for planning and preparing the agenda for Faculty Senate meetings.
2. The agenda normally shall be provided to representatives at least 72 hours before a Faculty Senate meeting, along with supportive materials necessary to inform representatives about agenda items.
3. The headings on the agenda shall be:
 - a. **Moment of Silence:** Time shall be taken at the beginning of each Senate meeting to honor members of the campus community that have passed on since the last Senate meeting.
 - b. **Open Forum:** At the beginning of each Senate meeting there shall be a ten-minute period set aside as an Open Forum. The Open Forum is a time when any member of the campus community can address the Senate on any issue.

Persons wishing to utilize the Open Forum are encouraged to notify the Senate Chair of such intent at least 24 hours prior to the Senate meeting, indicating the topic to be addressed.

Presentations at the Open Forum shall be limited to no more than 3 minutes.

Issues raised during the Open Forum may be placed on the agenda as First Reading items at the time the agenda is approved.

- c. **Information:** Information items are intended to keep representatives informed about activities, policies, issues and events that impact the campus community.
 1. Meeting Calendar of the Faculty Senate.
 2. Web page reminder and URL of the Faculty Senate home page.
 3. Reports: Reports should inform the Faculty Senate of issues, action or policies that impact campus life. Reports shall be limited to five (5) minutes, with a five (5) minutes question and answer period immediately following, or by agreement between the speaker and the Chair of the Faculty Senate, a longer time, not to exceed ten (10) minutes. Exception to this time limit may only include a request from the president and/or the Provost to address the Faculty Senate on a matter that requires timely or emergency response either by the Senate or the campus.
- d. **Approval of the Agenda:** The Chair shall ask the body for a motion to approve the agenda, at which time members shall have the opportunity to add items to or reorder the agenda; these actions require a simple majority vote. Any individual member may remove an item from the Consent Calendar to be placed at the end of the First Reading items. When the agenda is approved, all items on Consent Action are also approved.

Once adopted, further changes to the agenda require a 2/3's vote of the body.

- e. **Consent Calendar:** Items appearing on the Consent Calendar are expected to be routine and

noncontroversial. The Consent Calendar shall be made up of:

1. **Consent Action:** Consent items that require Senate approval.
2. **Consent Information:** Items that are actions taken by the Executive Committee on behalf of the Faculty Senate as provided for in the *Bylaws, Article IV, Section C. 4. a.*

Any item on the Consent Calendar may be moved to the regular agenda at the request of a representative. If an item is so moved, it shall be placed on the regular agenda as a First Reading item, at the end of the current list of First Reading items.

A motion to approve the Agenda and a second of the motion, followed by an affirmative vote of the majority of the Senators present shall approve ALL items on the Consent Calendar.

- f. Regular Agenda:** All formal actions taken by the Faculty Senate shall be in the form of resolutions.

Resolutions shall have a title that assigns a number to the resolution that includes the Faculty Senate year and a sequence number that identifies the resolution's place in the list of resolutions; e.g., FS 01-03 indicates that this is the third resolution of the 2001-2002 Faculty Senate. This is followed by an identification of the origin of the resolution where:

APC	Academic Policies Committee
CC	Committee on Committees
CPC	Curriculum Policies Committee
EX	Executive Committee
FLR	Floor of the Faculty Senate
FPC	Faculty Policies Committee
GE/GRPC	General Education Policies/Graduation Requirements Committee
GSPC	Graduate Studies Policies Committee

(Several origins may be used if more than one group provides substantial input in the development of the resolution.)

This is followed by a descriptive title for the resolution and a statement of the resolution that clearly identifies its purpose.

1. **Approval of Minutes:** The first order of business under the Regular Agenda is the Approval of the Minutes of previous meetings. Motions to correct and/or amend the minutes are in order. Minutes are approved by a motion to approve, a second and an affirmative vote of a majority of the Senators present. If minutes for more than one previous meeting are on the agenda, they can be disposed of with a single vote or, if requested by a representative, each set of minutes may be dealt with individually.
2. **Second Reading Items:** Second Reading items are resolutions that have previously been presented to the body as First Reading items and are ready to be disposed. Second Reading items may be amended and are subject to procedural motions.

Debate on Second Reading items shall continue until (1) the speakers list is exhausted, or (2) a motion to end debate is adopted.

With the approval of the Senate the Executive Committee may bypass the First Reading process and introduce an item for action along with Second Reading items. Such items shall be treated as Second Reading items.

3. **First Reading Items:** Ordinarily, a resolution is initially presented to the Faculty Senate as a First Reading item. The presentation shall be for the purpose of informing the body of the intent of the resolution and any needs or issues the resolution is intended to address. The presentation shall be the responsibility of the Chair of the originating body or, in the case of a resolution originating from the floor of the Faculty Senate, the maker of the motion and the seconder.

The presentation shall be limited to 10 minutes. The time limit may be extended by a motion to extend, a second and an affirmative vote of a simple majority of the Senators present.

During the First Reading, the resolution is not subject to amending, but procedural motions are in order.

A First Reading item can be promoted to a Second Reading item by a motion to promote to Second Reading, a second, and an affirmative vote of two-thirds of the Senators present. If an item is promoted, all other Second Reading items having been disposed of, it shall be immediately subject to Second Reading actions and disposition.

B. Conduct of Faculty Senate Meetings

The order of events in the conduct of a Faculty Senate meeting ordinarily shall be:

1. Call to Order by the Chair of the Faculty Senate
2. Roll Call of the Senators or Alternates
3. Moment of Silence for campus members who have passed on since the last meeting of the Faculty Senate
4. Open Forum
5. Information Items
6. Call for the Approval of the meeting Agenda with statement of purpose and appropriate actions regarding the Consent Calendar. The agenda may be amended at this time.
7. Call for approval of the Minutes of previous meeting(s)
8. Second Reading Items
9. First Reading Items
10. Scheduled Adjournment (A motion to adjourn is in order at any time.)

C. Time Setting, Procedures for Orderly Debate, and Adjournment

1. **Times Certain:** In preparing the agenda the Executive Committee may set Times Certain for the consideration of specific agenda items. In such cases when the time for a Time Certain is reached, consideration of all current business shall be suspended and the agenda item assigned

the Time Certain shall be taken up. Once consideration of the Time Certain item is completed, the Senate shall resume consideration of the item that was placed on hold to accommodate the Time Certain.

2. **Allocation of Time:** Ordinarily, time at meetings of the Faculty Senate shall be allocated as follows:
 - a. **Open Forum:** A maximum of ten minutes shall be allocated to the Open Forum unless the Senate formally acts to extend the time period.
 - b. **First Reading Items:** Ten minutes shall be allocated to the consideration of each First Reading item.
 - c. **Second Reading Items:** Debate on Second Reading items shall continue until (1) the speakers list is exhausted, or (2) a motion to end debate is adopted.
 - d. **Speakers:** Individuals speaking to items on the agenda shall be limited, upon being recognized, to a maximum of three minutes speaking time.

With exception of the two-thirds vote requirement to close debate, time allocations for a given meeting may be modified by a simple majority vote at that meeting.

3. **Speakers Lists:** The Chair shall keep a list of all individuals wishing to speak in regard to specific agenda items. Ordinarily speakers shall be listed in the order in which they were recognized although other methods of ordering the list – for example alternating pro and con speakers, or giving priority to individuals who have not previously spoken on the item – may be employed when deemed appropriate by the Chair.
4. **Debate:** The procedures governing debate shall follow those in *Roberts' Rules of Order* in all cases in which they are not inconsistent with any Special Rules of Order the Faculty Senate may adopt.
5. **Voting:** Voting on Senate business shall typically take place by means of a voice vote and/or show of hands. A call for a paper ballot may be made by an individual senator; its adoption requires approval by a simple majority vote. A roll call vote may be ordered by a vote of one-fifth (20%) of the representatives present and voting.
6. **Adjournment:** The procedures governing adjournment and motions to adjourn shall follow those in Robert's Rules of Order. If a meeting of the Faculty Senate adjourns while business is pending, such business carries over to the next meeting as unfinished business. If business is pending at the adjournment of the last meeting of the academic year, that business is carried over as unfinished business to the Faculty Senate agenda for the next academic year.

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