SP.13.06 Revisions to Standing Rule 3 – Proposed Amendments to Documents

BACKGROUND
Standing Rule 3 of the Senate delineates the procedure for proposed amendments to Senate documents. It includes a formatting requirement that specifies the use of square brackets to signify deletions and underlining to signify additions. The Senate Committee on University Statutes and Senate Procedures (USSP) recommends that the rule itself be amended now to use strikethrough text, instead of square brackets, to signify deletions.

At one time, square brackets were needed to produce the most legible version of amendment text. Since then, typographic quality has improved such that strikethrough text is generally easy to follow. USSP now believes that the use of strikethrough can provide a clear and expeditious means to present and consider amendments.

Additionally, the following amendment clarifies that it is USSP’s responsibility to produce the correctly formatted document. This allows proposers the flexibility of communicating a suggested amendment, with USSP producing a precise proposal in the correct format.

RECOMMENDATIONS
The Senate Committee on University Statutes and Senate Procedures recommend approval of the following revisions to Standing Rule 3. Text to be amended is indicated first followed by the proposed wording.

PROPOSED REVISIONS TO STANDING RULE 3

3. Proposed Amendments to Documents

CURRENT LANGUAGE

4. A proposal to amend the Statutes or General Rules of the University, the Constitution, Bylaws, or Standing Rules of the Senate, or any other document, shall be cast in the following form:

PROPOSED LANGUAGE

4. Prior to submission to the Senate, a proposal to amend the Statutes or General Rules of the University, the Constitution, Bylaws, or Standing Rules of the Senate, or any other document, shall be cast in the following form:
**UNREVISED LANGUAGE**

1. It must refer to a specified portion of the document, for example to a specific Article and Section, not to a page number.

**CURRENT LANGUAGE**

2. Deletions.

   a. Language and punctuation to be deleted from an existing provision shall be set forth in full and enclosed within brackets, as [ ]. This requirement does not apply to a proposal to repeal an entire section, which may be done simply by specific reference; the section to be repealed shall be quoted.

   b. Deletions shall precede new matter; e.g., "[He] The dean shall be appointed biennially annually....."

**PROPOSED LANGUAGE**

2. Deletions.

   a. Language and punctuation to be deleted from an existing provision shall be set forth in full and marked as strikeout text. This requirement does not apply to a proposal to repeal an entire section, which may be done simply by specific reference; the section to be repealed shall be quoted.

   b. Deletions shall precede new matter; e.g., "He The dean shall be appointed biennially annually....."

**UNREVISED LANGUAGE**

3. Additions.

   a. New wording, including punctuation, added to an existing provision shall be underlined with a solid line.

   b. Entirely new sections need not be underlined but shall be preceded by the designation, NEW SECTION, in upper case letters and underlined.

4. If a revision is so extensive that the procedure in (2) and (3) above is impractical, the old text and the new must both be provided, appropriately labeled, either in two columns side-by-side, or the old followed by the new.

5. The proposed amendment shall be typewritten and double-spaced, and with each line and page numbered for easy reference.

6. A concise statement of the rationale must also be included.

7. The sponsors must be listed at the end of the proposal.

8. The proposal must be dated.
B. All proposed changes to the Statutes, General Rules, Constitution, Bylaws, and Standing Rules shall be referred to the Committee on University Statutes and Senate Procedures before final consideration by the Senate.

PROPOSED LANGUAGE

B. All proposed changes to the Statutes, General Rules, Constitution, Bylaws, and Standing Rules shall be referred to the Committee on University Statutes and Senate Procedures (USSP) before final consideration by the Senate. USSP shall be responsible for ensuring that the changes are placed into the format required by this Standing Rule.

UNREVISED LANGUAGE

C. Proposed amendments to the Constitution and Bylaws may be submitted to the faculty electorate for an expression of opinion as permitted by Article VI, Section 1 of the Constitution and in accordance with Part G, Paragraph 1 of the Bylaws.

UNIVERSITY STATUTES AND SENATE PROCEDURES
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