SP.19.07 Revision to Standing Rule 14 – Setting the Agenda for Senate Meetings

BACKGROUND
The proposed revised deadline for submitting agenda items would allow the Senate Clerk to send the draft Senate agenda to the Senate Executive Committee (SEC) prior to the end of the business day. The current language in Standing Rule 14 requires the Clerk to work past the end of the business day since the current deadline is 5:00 p.m.

Oftentimes, the deadline for submitting final items for the Senate agenda is extended past the 12:00 p.m. deadline. The second proposed revision extends the deadline for submission of final items by one-half of a business day.

RECOMMENDATION
The Senate Committee on University Statutes and Senate Procedures recommends that the Senate approve the following amendment to Standing Rule 14. Text to be added is underscored and text to be deleted is struck through.

PROPOSED REVISIONS TO STANDING RULE 14 – Setting the Agenda for Senate Meetings

14. Setting the Agenda for Senate Meetings

A. Under the Senate Bylaws, the Senate Executive Committee (SEC) is responsible for preparing the agenda for Senate meetings.

B. Any senator or Senate Committee may submit an item for inclusion on the agenda of a specific regular Senate meeting.

C. To place an item on the Senate agenda, any senator or Senate Committee must provide written notice of the proposed item – on paper or electronically – to the Office of the Senate no later than 5:00 p.m. on the business day prior to the SEC meeting during which the agenda is set. The published Senate calendar shall include the dates of these SEC meetings.

1. Senate Committees must submit written notice of items of business for the agenda that are sufficiently explicit to describe an agenda item.

2. Individual senators proposing items of business for the agenda must submit them in complete draft form.
D. The SEC may postpone any item of business for not more than one Senate meeting. No item may be postponed beyond the last meeting of the academic year. It may also refer the item to a Senate Committee for further discussion; such a referral shall not further postpone the item being placed on the Senate’s agenda, except by consent of the sponsor. If the item is postponed, the SEC must provide the sponsor with a rationale for the postponement, and, where appropriate, suggestions for revision.

E. In all cases, senators and Senate Committees must submit complete final forms of their items of business to the Office of the Senate no later than noon on 5:00 p.m. the day on which before the Senate packets are distributed. If the complete final proposal is not submitted by this deadline, the item shall be deleted from the Senate agenda, unless the SEC has provided otherwise. The published Senate calendar shall include the dates for packet distribution for regular Senate meetings.

F. Nothing in this Standing Rule precludes any individual senator from submitting proposals to the SEC for its discussion and advice at any time, provided that all items submitted for inclusion on the Senate agenda must follow this Standing Rule’s requirements on deadlines and form of submission.

UNIVERSITY STATUTES AND SENATE PROCEDURES
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