SP.20.02 Revision to the Standing Rules 2, 3, 5, 9, 10, 12, 14, and 16

BACKGROUND
The proposed revisions to the Standing Rules result from a review of the Senate’s Rules conducted by the Senate Committee on University Statutes and Senate Procedures following conversations with the Office of University Audits and subsequent to the Report of the Eighth Senate Review Commission (SR.19.01).

Revisions to Standing Rule 5, regarding the Illinois Open Meetings Act (OMA) are based on recommendations from the Office of University Audits. Revisions to Standing Rule 10 would align the Rule with our practice. Revisions to Standing Rule 12 would clarify ex officio voting rights.

In addition, SP recommends minor revision in Standing Rule 2, 3, 9, 14, and 16 to provide consistency in phrasing.

RECOMMENDATION
The Senate Committee on University Statutes and Senate Procedures recommends the approval of the following revisions to the Standing Rules. Text to be deleted is struck through and text to be added is underlined.

REVISION TO THE STANDING RULES

2. Petitions to Obtain Expressions of Opinion from the Faculty Electorate

A petition purporting to contain the signatures of at least 200 members of the faculty electorate and requiring the Senate to present a question to and obtain an expression of opinion from the faculty electorate under Article VI, Section 1 of the Constitution and Part G, paragraph 1 of the Bylaws shall be delivered to the Clerk of the Senate. The Clerk of the Senate shall refer it to the Senate Executive Committee and to the Committee on Elections and Credentials. The Committee on Elections and Credentials shall determine whether the petition does in fact contain the valid signatures of at least 200 members of the faculty electorate and shall report to the Senate Executive Committee. If the number of valid signatures is found to be
fewer than 200, the petition shall be returned to the petitioners. If the number of valid
signatures is found to be sufficient, the Senate Executive Committee shall then recommend to
the Senate the formulation of the question to be presented to the faculty electorate, the
procedures for obtaining the expression of opinion, and whether a general meeting of the
faculty electorate should be called to discuss the question prior to conducting the poll. The
Senate Executive Committee's report to the Senate shall include the exact language of the
petition delivered to the Clerk of the Senate.

Petitions not containing the signatures of at least 200 members of the faculty electorate may
be presented to the Senate only through the sponsorship of a senator. Upon such presentation
by a senator, the Senate shall first determine whether to present the question to the faculty
electorate for an expression of opinion. If the Senate's determination is in the affirmative, the
petition shall then be referred to the Senate Executive Committee for its recommendation on
the formulation of the question, the procedures for obtaining the expression of opinion, and
whether a general meeting of the faculty electorate should be called to discuss the question
prior to conducting the poll.

3. Proposed Amendments to Documents

A. Prior to submission to the Senate, a proposal to amend the *University of Illinois Statutes* or
*The General Rules of the University Concerning University Organization and Procedure*, the
*Constitution, Bylaws, or Standing Rules of the Senate*, or any other document, shall be cast in
the following form:

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

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., "HeThe dean shall be appointed biennially annually...."

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 with spacing of at least 1.5 lines, 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 University of Illinois Statutes, The General Rules Concerning University Organization and Procedure, Constitution, Bylaws, and Standing Rules shall be referred to the Committee on University Statutes and Senate Procedures before final consideration by the Senate. The Committee on University Statutes and Senate Procedures shall be responsible for ensuring that the changes are placed into the format required by this Standing Rule.

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.
5. Open Meetings Regulations

A. 1. There shall be a press area on the floor of the Senate for accredited representatives of news media.

2. Admission to Senate meetings and seating in the press area will be granted to any person holding a valid Press Card.

3. Accreditation of a news medium and of two representatives of each such accredited medium may be gained by application to the Clerk of the Senate, who will issue Press Cards. Both types of accreditation are subject to review by the Committee on Elections and Credentials.

B. 1. Insofar as campus facilities permit, there shall be public seating in a gallery or balcony separate from senator seating, allowing visitors to observe and to listen to the proceedings directly. The gallery shall be physically separated from the floor of the Senate and shall have a separate means of entry.

2. In the absence of facilities for the implementation of subparagraph (1) above, public seating shall be provided on the same floor as that of the Senate, provided that such seating is physically separated from that of the body of the Senate by ropes or other visual barrier and is so located as to ensure that there can be no confusion between those who are senators, Senate staff and officers, and others who have the privileges of the Senate floor and those who are public observers, and provided that such seats need not exceed 25 in number.

3. If the public seating provided under either subparagraphs (1) or (2) is insufficient to accommodate those desiring to observe Senate meetings, consideration shall be given to providing additional public seating at a location separate from that of the Senate meeting, to which location the proceedings shall be transmitted an online live-stream of the proceedings.

4. Admission to the public seating will be on a first-come, first-served basis, in accordance with the following procedure. Visitor cards stating the time and place of the meeting concerned may be secured from the Office of the Clerk of the Senate until the
number of cards issued equals the number of available seats, or until noon of the day on
which the meeting is to be held, whichever comes first. When it is possible to do so
without causing undue congestion or confusion, any remaining cards may be issued at
the place where the public seating is located starting 15 minutes before the Senate
convenes.

5. The presiding officer of the Senate, assisted by such Sergeants at Arms as the
presiding officer may from time to time appoint, shall ensure that the conduct of
visitors and news-media representatives does not interfere with the conduct of
Senate’s ability to conduct business. If such interference occurs, the presiding officer
shall order the offending persons removed from the chambers and galleries, and, if
necessary to maintain order, may clear the chambers and galleries of all persons who
are not senators, Senate staff, or Senate officers.

CB. 1. Broadcasting and electronic or photographic recording of Senate meetings are
permitted. The placement of recording equipment shall not obstruct the hearing or
viewing of the proceedings.

2. Visitors and representatives of news media are present as observers, not as
participants. As observers, none of their actions should be designed to affect the
proceedings in any way. Those who violate the procedures governing open meetings will
be subject to removal from the chambers and the public areas, and, where appropriate,
to loss of accreditation.

3. To aid in preparation of the minutes and to provide a temporary supplemental record
of debates, the Clerk shall record each Senate meeting and preserve each recording for
a minimum of three years from the date of the meeting after which they will be
deposited in the University archives. Any interested person may arrange to listen to
such recordings in the Senate office or under such other circumstances as the Clerk may
decide appropriate, except that only senators may listen to, and no one may duplicate, a
recording of that portion of a meeting which by affirmative Senate action was closed to
the public. Any person desiring a duplicate of a recording must arrange for the copy to
be made under such circumstances as the Clerk may deem appropriate, and must allow a sufficient amount of time; a charge may be made. Senate meetings shall be recorded and made available to the public as soon as possible after the meeting. The Clerk of the Senate shall ensure each recording is preserved for a minimum of three years from the date of the meeting, after which the recordings may be transferred to the University Archives.

1. Matters of business which are judged by the Senate Executive Committee to warrant a closed session of the Senate will ordinarily be placed last on the agenda. Such matters need not be specifically described in advance. The Senate Executive Committee must cite the specific exemption in the Open Meetings Act [5 ILCS 120/2(c)] that permits the closure of the meeting.

2. If, in the course of a debate in an open meeting, matters evolve which a Senate member deems to warrant a closed session, the senator may move for a closed session. The senator must cite the specific exemption of the Open Meetings Act [5 ILCS 120/2(c)] that permits the closure of the meeting. Unless the Senate rules otherwise, the approval of such a motion will postpone further debate on the matter to the conclusion of the regular agenda, at which time the meeting will be closed. No such motion shall be deemed approved without a two-thirds vote of the senators present and voting by rollcall.

3. When the agenda is presented at the beginning of a Senate meeting, any senator may move to schedule an item proposed for open session to a closed session. The senator must cite the specific exemption of the Open Meetings Act [5 ILCS 120/2(c)] that permits the closure of the meeting. Such a motion shall require for approval a two-thirds vote of those senators present and voting by rollcall.

4. When a closed session is about to begin, the presiding officer shall clear the chambers and public areas of all persons not entitled to be present.
5. The Senate may not take any final vote during a closed session. Procedural votes, such as a vote to refer to committee, may be taken in closed session. In order to take a final vote on any matter, the session must first be reopened to the public.

6. The text of the Open Meetings Act (5 ILCS 120/), including Section 2(c) setting out the permissible reasons for closing a meeting, may be found at the following URL: http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=84&ChapterID=2

ED. At least semi-annually, the Senate Executive Committee shall review the minutes of all closed Senate sessions to determine whether those minutes may be released to the public.

9. Circumstances and the Mechanism for the Separate Tallying of Faculty, Academic Professional, and Student Votes

A separate tally of faculty, academic professional, and student member votes will be taken if ordered by a two-thirds vote of those senators present and voting. The vote on the issue in question shall then be the sum of the two three separate tallies. Paper ballots will be used if requested by any senator. A motion for a separate tally of faculty, academic professional, and student member votes shall be debatable. Such a motion may not be introduced if a vote on the issue in question has already been taken.

10. Copying and Searching Senate Records

A. The agenda, minutes, and reports of the Senate will be duplicated in sufficient quantity to be available for distribution to interested persons and be made available on the Senate's website. Printed copies are available only by a request submitted to the Clerk of the Senate in writing.

B. Senate committee working documents that are not distributed to the Senate are not considered public documents. They are not available for distribution except to the members of the originating committee and to the Senate Executive Committee, without the express consent of the originating committee. Senate and Senate committee meeting agendas and approved minutes are considered public documents.

C. Copies of public Senate papers other than the printed supply covered by paragraph A above may be obtained from the Clerk of the Senate. A charge may be made.
D. Duplication of recordings of Senate meetings is provided for in Standing Rule 5, C (3).

EC. Reasonable searching and copying of Senate records are provided by the Clerk of the Senate. Requests for such service must allow a sufficient amount of time. If necessary, priorities will be assigned in the following order: Senate Executive Committee Chair, Senate Committee Chairs, other senators, other persons. The Senate Executive Committee Chair will resolve any differences that may arise.

12. Temporary Representative of an Ex Officio Committee Member

When a person serving in an *ex officio* capacity without vote cannot attend a committee meeting, that individual may designate another individual to attend a particular meeting as representative of the office and interests of the *ex officio* member.

When a person serving in an *ex officio* capacity with vote cannot attend a committee meeting, that individual may designate another individual to attend a particular meeting as representative of the office and interest of the *ex officio* member. The individual designated by the *ex officio* shall hold the same privileges as the *ex officio* with vote.

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 3:00 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 chair must provide the sponsor with a written 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 5:00 p.m. the day 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.

16. Requesting to Speak at a Senate or Senate Committee Meeting

The Senate has developed procedures in compliance with the Illinois Open Meetings Act by which individuals may request the opportunity to speak at Senate or Senate Committee meetings. This is generally referred to as public comment.

The Senate has also developed procedures permitting non-senators to request the privilege of the floor at Senate and Senate Committee meetings to speak during the discussion of a particular item listed on the business portion of the agenda. This is generally referred to as floor privileges.

The procedures for requesting the opportunity to speak during public comment and requesting floor privileges on an item of business on the agenda are listed separately below.

A. Public Comment
Public comment is a portion of the meeting set aside specifically for the public to address the Senate or a Senate committee (the body). A response to the individual making the public comment is not required by the presiding officer or by members of the body. When addressing the body, individuals shall first state their name and any relevant title or affiliation.

1. Requests to address the body.

Requests to make a public comment at a Senate meeting must be submitted to the Office of the Senate in writing no later than twelve hours before the scheduled start of the meeting at which the individual wishes to speak.

Requests to make a public comment at a Senate committee meeting must be submitted to the chair of the Senate committee in writing no later than twelve hours before the scheduled start of the meeting at which the individual wishes to speak.

In making a request to appear before the Senate or Senate committee, individuals must give their names and any relevant title or affiliation. The request must state the subject matter to be presented and must relate to matters within the jurisdiction of the Senate or Senate committee. The Senate Clerk of the Senate or committee chair will review each request and notify the individual making the request whether the individual may give public comment at the next meeting. Substitute speakers will not be permitted.

2. Time allocation.

The Senate will allow public comment at each meeting. An individual will be limited to speak for no more than three minutes. This limit will be strictly adhered to with assistance of a timekeeper. A maximum of ten speakers will be recognized for each Senate meeting.

Senate committees will allow public comment at each meeting. An individual will be limited to speak for no more than two minutes. This limit will be strictly
adhered to with the assistance of a timekeeper. A maximum of five speakers will be recognized for each committee meeting.

3. Scheduling of speakers.

When the number of requests to address the Senate or Senate committee at a given meeting exceeds the number allocated in section A.2 above, requests will be approved based on the date and time the written request was received by the Office of the Senate or chair of a committee. In addition, preference may be given to subject matters that relate to the agenda for the relevant meeting or relate to items under the committee charge in the Senate Bylaws, and to avoid repetitiveness.

4. Discussion moderation.

The presiding officer or committee chair may truncate repetitious or disruptive comments.

B. Floor Privileges

The Senate or a Senate committee may grant floor privileges to an individual to participate in the discussion of an item listed on the business portion of the agenda.

1. Requests to address the body.

Requests for floor privileges at a Senate meeting must be submitted to the Office of the Senate in writing no later than twelve hours before the scheduled start of the meeting at which the individual wishes to speak. The individual must include in the request the business item on the agenda the individual wishes to speak about. At the beginning of each meeting, the presiding officer will announce the names of those who have requested floor privileges and the business item the individual wishes to speak about, and the Senate shall vote on those requests, either separately or collectively.

Requests for floor privileges at a Senate committee meeting must be submitted to the chair of the Senate committee in writing no later than twelve hours before the
scheduled start of the meeting at which the individual wishes to speak. The individual must include in the request the business item on the agenda the individual wishes to speak about and must include a brief explanation for the request. At the beginning of each meeting, the presiding officer will announce the names of those who have requested floor privileges and the business item the individual wishes to speak about, and the committee shall vote on those requests, either separately or collectively.

2. **Scheduling of speakers.**

Individuals who have been granted floor privileges by the body shall state their name and relevant title or affiliation before addressing the body and shall speak only during discussion of the business item on the agenda to which floor privileges were granted.

3. **Discussion moderation.**

Precedence of the floor will be given to members of the body. The presiding officer or committee chair shall moderate the discussion in accordance with *Robert’s Rules of Order Newly Revised*. The presiding officer or committee chair may truncate repetitious or disruptive comments.