

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN SENATE
COMMITTEE ON UNIVERSITY STATUTES AND SENATE PROCEDURES
(Final; Action)

SP.22.02 Revision to the *Bylaws*, Part A.3 and *Standing Rule 14* – Setting the Agenda for Senate Meetings

BACKGROUND

Senate *Bylaws*, Part A.3 and *Standing Rule 14* direct how proposed items of business, including proposals from Senate committees and resolutions from senators, are placed on Senate agendas by the Senate Executive Committee (SEC). Currently, under *Standing Rule 14*, the SEC may delay an item of business for one meeting with certain restrictions. The proposed changes to the *Bylaws* and *Standing Rules* would clarify how the SEC may act in preparing agendas, as well as how sponsors of proposed items are included in that process.

RECOMMENDATION

The Senate Committee on University Statutes and Senate Procedures recommends that the Senate approve the following revisions to *Standing Rule 14* and the *Bylaws*, Part A.3. Text to be deleted is ~~struck through~~ and text to be added is underlined. Adoption of amendments to the *Bylaws* requires a two-thirds vote of the Senate.

1 **PROPOSED REVISIONS TO THE *BYLAWS*, PART A.3**

- 2 3. The Senate Executive Committee shall prepare An agenda for each regular Senate
3 meeting, extensive enough to ~~be descriptive of~~ describe the subject ~~matter~~ of each
4 agenda item. included, shall be prepared by the Senate Executive Committee and sent
5 to all senators at least four days prior to that meeting. ~~The Clerk of the Senate will~~
6 release shall send the agenda and meeting materials to all senators and news media at
7 least four days prior to that meeting. ~~the appropriate news media on the same day it is~~
8 ~~distributed to the Senate. Items of business submitted to the Senate Executive~~
9 ~~Committee by any senator or Senate committee shall be placed on the agenda,~~
10 ~~provided that such items are submitted in writing prior to preparation and distribution~~
11 ~~of the agenda. A senator or Senate committee may propose an agenda item to be~~
12 included on the agenda of a specific regular Senate meeting. Proposed items may be
13 postponed one regular Senate meeting for further study, but may not be postponed

14 ~~beyond the last regular meeting of the academic year (See *Standing Rules*). Matters~~
15 ~~According to the Open Meetings Act, items not included in on the agenda may not be~~
16 ~~presented to the Senate without concurrence of a majority of the members present~~
17 ~~and voting. Such matters may be discussed but may not be acted upon at the meeting~~
18 ~~in at which they are introduced, according to the requirements of the Open Meetings~~
19 ~~Act.~~

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

21

22 **14. ~~Setting~~ Preparing the Agenda for Senate Meetings**

23 A. ~~Under the Senate Bylaws, t~~The Senate Executive Committee (SEC) is responsible for
24 preparing the agenda for Senate meetings.

25 B. ~~Any A~~ Senator or Senate Committee may ~~submit~~ propose an item to the Senate
26 Executive Committee for inclusion to be included on the agenda of a specific regular
27 Senate meeting. Proposed items must be submitted electronically to the Office of
28 the Senate no later than 3:00 pm on the business day prior to the meeting at which
29 the Senate Executive Committee is scheduled to prepare the Senate agenda. The
30 published schedule for the Senate and Senate Executive Committee meetings shall
31 include deadlines for proposing items and final submission.

32 1. Senators must submit a title for the item that sufficiently describes the
33 proposed item and a full draft of the item in as final form as possible.

34 2. Senate Committees must submit a title for the item that sufficiently describes
35 the proposed item.

36 3. For each proposed item, the sponsor or sponsors shall identify one
37 representative who shall be listed as the first sponsor of the item. When a
38 Senate Committee sponsors an item, the committee chair shall serve as the
39 representative sponsor of the item and be listed first.

40 4. The Senate Executive Committee shall invite the representative of the proposed
41 item to the Senate Executive Committee meeting at which the item will be
42 considered for inclusion on the Senate agenda, granting the representative floor
43 privileges.

44 ~~C.~~ ~~To place an item on the Senate agenda, any Senator or Senate Committee must~~
45 ~~provide written notice of the proposed item — on paper or electronically — to the~~
46 ~~Office of the Senate no later than 3:00 p.m. on the business day prior to the SEC~~
47 ~~meeting during which the agenda is set. The published Senate calendar shall include~~
48 ~~the dates of these SEC meetings.~~

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

51 2. ~~Individual Senators proposing items of business for the agenda must submit~~
52 ~~them in complete draft form.~~

53 ~~D.~~ The Senate Executive Committee shall place proposed agenda items submitted by
54 the posted deadline on the requested Senate agenda. The SEC Senate Executive
55 Committee may postpone any item of business for not more than one Senate
56 meeting further study. No item may but may not be postponed any item more than
57 one regular Senate meeting or beyond the last meeting of the academic year without
58 consent of the representative of the proposed item. It may also refer the item to a
59 Senate Committees for further discussion; such a referral shall not further postpone
60 the item being placed on the Senate’s agenda, except by consent of the sponsor. If
61 the item is postponed, the SEC must provide the sponsor with a rationale for the
62 postponement, and, where appropriate, suggestions for revision. Further study may
63 include referral to one or more Senate Committees whose charge is relevant to the
64 subject of the item. The Senate Executive Committee may offer comments or
65 nonbinding suggestions about the item.

66 ~~E.~~ In all cases, Senators and Senate Committees All agenda items must be submitted in
67 complete final forms of their items of business to the Office of the Senate no later

68 than 5:00 p.m. on the day before the Senate packets are is scheduled to be
69 distributed. If the ~~complete final proposal~~ item is not submitted in final form by this
70 deadline, the item shall be ~~deleted~~ removed from the Senate agenda, unless the ~~SEC~~
71 Senate Executive Committee ~~has provided~~ provides otherwise. ~~The published Senate~~
72 ~~calendar shall include the dates for packet distribution for regular Senate meetings.~~
73 The published schedule for the Senate and Senate Executive Committee meetings
74 shall include deadlines.

75 ~~F.~~ Nothing in this *Standing Rule* precludes ~~any individual a~~ Senator or Senate
76 Committee from ~~submitting proposals~~ proposing items to the ~~SEC~~ Senate Executive
77 Committee for its discussion and advice, ~~at any time, provided that a~~

78 F. All items submitted for inclusion proposed to be included on the a Senate agenda
79 must ~~follow this Standing Rule's~~ meet the requirements ~~on and~~ deadlines and forms
80 ~~of submission~~ of this Standing Rule.

UNIVERSITY STATUTES AND SENATE PROCEDURES
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