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.

PROPOSED REVISIONS TO THE BYLAWS, PART A.3

3. The Senate Executive Committee shall prepare an agenda for each regular Senate meeting, extensive enough to be descriptive of the subject matter of each agenda item, included, shall be prepared by the Senate Executive Committee and sent to all senators at least four days prior to that meeting. The Clerk of the Senate will release shall send the agenda and meeting materials to all senators and news media at least four days prior to that meeting. The appropriate news media on the same day it is distributed to the Senate. Items of business submitted to the Senate Executive Committee by any senator or Senate committee shall be placed on the agenda, provided that such items are submitted in writing prior to preparation and distribution of the agenda. A senator or Senate committee may propose an agenda item to be included on the agenda of a specific regular Senate meeting. Proposed items may be postponed one regular Senate meeting for further study, but may not be postponed
beyond the last regular meeting of the academic year (See *Standing Rules*). Matters

According to the Open Meetings Act, items not included in on the agenda may not be presented to the Senate without concurrence of a majority of the members present and voting. Such matters may be discussed but may not be acted upon at the meeting in at which they are introduced, according to the requirements of the Open Meetings Act.

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

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

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

2. Senate Committees must submit a title for the item that sufficiently describes the proposed item and a full draft of the item in as final form as possible.

3. For each proposed item, the sponsor or sponsors shall identify one representative who shall be listed as the first sponsor of the item. When a Senate Committee sponsors an item, the committee chair shall serve as the representative sponsor of the item and be listed first.
4. The Senate Executive Committee shall invite the representative of the proposed item to the Senate Executive Committee meeting at which the item will be considered for inclusion on the Senate agenda, granting the representative floor privileges.

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 Senate Executive Committee shall place proposed agenda items submitted by the posted deadline on the requested Senate agenda. The SEC Senate Executive Committee may postpone any item of business for not more than one Senate meeting further study. No item may but may not be postponed any item more than one regular Senate meeting or beyond the last meeting of the academic year without consent of the representative of the proposed item. It may also refer the item to a Senate Committees 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. Further study may include referral to one or more Senate Committees whose charge is relevant to the subject of the item. The Senate Executive Committee may offer comments or nonbinding suggestions about the item.

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

FE. Nothing in this Standing Rule precludes any Senator or Senate Committee from submitting proposals to the SEC Senate Executive Committee for its discussion and advice, at any time, provided that a

F. All items submitted for inclusion must follow this Standing Rule’s requirements on and deadlines and forms of submission of this Standing Rule.

UNIVERSITY STATUTES AND SENATE PROCEDURES
Shawn Gilmore, Chair
David Dalpiaz
H. George Friedman
Michael Grossman
Rob Klein
William Maher
Jeffrey Stein
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