

At its meeting of March 18, 1996, the Academic Senate approved the following Policy Recommendation presented by Chris Jochim for the Organization and Government Committee.

**SENATE SECRETARY'S FUNCTIONS  
By-Law Amendments**

Whereas, The Senate Secretary's responsibilities have been reduced over time; and

Whereas, The functions of Senate Secretary and Chair, Committee on Committees, are compatible and could be merged; and

Whereas, The Executive Committee should not be excessively large; therefore, be it

Resolved, That the following By-Law amendments be adopted.

Amendment of By-Laws 2.1 - 2.4, as follows:

2.1 The officers of the Academic Senate are a Chair, a Vice Chair, and a Secretary, who shall serve as Chair of the Committee on Committees. The Vice Chair and the Secretary are elected annually from the faculty representatives by the Senate. The Vice Chair succeeds to the office of Chair as provided in the Constitution.

2.2 As soon as possible after the election of new Senate members in the Spring, the Chair of the Senate shall appoint a nominating committee to prepare a slate of officers for the forthcoming academic year. This committee shall nominate at least two candidates for the office of Vice Chair, at least two for Secretary, at least two for the Statewide Senator to serve on the Executive Committee, and at least two for each Policy Chair and shall also ascertain the willingness of the nominees to serve if elected.

2.3 (third sentence only) The nominating committee shall make its report in the second part of the meeting, further nominations from the floor shall be accepted, and an election held to fill the offices of Vice Chair and Secretary, and of Policy Committee Chairs and the Statewide Senator who will serve on the Executive Committee.

2.4 (first sentence only) Should a vacancy occur in the office of the Vice Chair or the Secretary, or in the position of Chair of a Policy Committee or Statewide Senator serving on the Executive Committee, a replacement shall be chosen as follows: the Executive Committee shall nominate at least two nominees and present its nominees to the Senate.

Amendment of By-Law 3.1, as follows:

3.1 The Executive Committee shall be composed of the President, the Provost, the Vice President for Administration, the Vice President for Student Affairs, the Senate Chair, the immediate past Chair, the Vice Chair, the Secretary, the President of the Associated Students, one Senate member elected at large from the faculty representatives, the Policy Committee Chairs, and one of the University's representatives on the Academic Senate, CSU. The member from the Statewide Senate shall be elected annually by the Senate. For purposes of these By-Laws, the elected members of the Executive Committee are the Senate Chair, immediate past Chair, Vice Chair, Secretary, Policy Committee Chairs, and the member from the Statewide Senate.

Amendment of By-Law 4.1, paragraph (a), as follows:

4.1 The Committee of Committees shall be composed of:

a) The Senate Secretary, serving as Chair, who shall be a member of the Academic Senate, elected annually by the Senate, and

**ACTION BY THE UNIVERSITY PRESIDENT: Approved by President Robert Caret on April 5, 1996.**