



**San José State**  
UNIVERSITY

A campus of The California State University

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**SM-S99-1**

At its meeting on February 1, 1999, the Academic Senate approved the following Senate Management Resolution presented by James Brent for the Organization and Government Committee.

**SENATE MANAGEMENT RESOLUTION  
SENATE COMMITTEE VOTING BY E-MAIL**

Modifies Senate Standing Rule 18

Whereas: it is in the best interests of Senate for the Senate committees to expeditiously complete their business; and

Whereas: occasionally Senate committees have unfinished business at times when it is inconvenient or impossible for the committee to meet, and

Whereas: electronic mail is a convenient, inexpensive, and widely-available method of communication; therefore be it

Resolved: that the standing rules of the Senate be modified as follows:

18. Committee Meetings and Minutes

g) When possible, voting in Senate committees should be done in person during committee meetings. However, at the discretion of the chair, Senate committees shall be permitted to conduct votes via electronic mail, unless at least one committee member objects to email voting on a particular issue. Email voting shall not be used as a substitute for in-person deliberation and debate, and shall only be conducted after a proposal has been discussed in committee. If no member objects to email voting, the committee chair shall be responsible for transmitting the proposal voted on and for establishing a reasonable voting deadline. The committee chair must also tabulate and report the results of voting to the committee members in a timely fashion, indicating the votes of individual members. Committee members who do not have access to email shall be notified of all votes and shall be permitted to cast a vote in some other fashion. At least a majority of the entire committee membership must vote before a vote can be considered valid. If a vote is taken via email, that fact should be noted in any committee documentation that results from the vote (e.g. meeting minutes, annual reports, policy recommendations, etc.).

Financial Impact: None