

## STANDING RULES OF THE ACADEMIC SENATE SAN JOSE STATE UNIVERSITY

1. A standing rule may be established, amended, or rescinded by a majority vote at any meeting.
2. A standing rule may be suspended by a two-thirds (2/3) majority vote at any meeting.
3. Voting
  - a) Electronic Voting. The Senate Chair shall determine on a case-by-case basis if official voting will be offered by a show of hands, or through the use of electronic devices in concert with a show of hands. The decision shall be guided by the expected efficiency of each method.
  - b) Secret Ballot Voting. A secret ballot shall be required on all personnel matters except committee appointee4(TCe l)6 7 ff12 9020T (t)CeTCe lttta7its

- III. Approval of Minutes
- IV. Communications and Questions
  - A. From the Chair of the Senate
  - B. From the President of the University
- V.

- b) The Executive Committee shall have authority to cancel any meeting except that there shall be at least one meeting per month.
- c) Normally, regular Senate meetings shall convene on Mondays at 2 p.m. and adjourn automatically at 5 p.m. (unless adjourned earlier by majority vote). For any specific meeting, regular, or special, the Executive Committee may provide in advance for convening or adjourning meetings at other times. The time for adjournment of any meeting may be extended by majority vote on request of the Chair or of any member. When the Senate adjourns automatically at 5 p.m. or other specified time, the matter then under consideration shall be a special order of business for the next meeting and shall be placed on the agenda immediately following the reports of the Executive Committee and the President.

9. Persons not members of the Senate who wish to address the Senate may be permitted to do so as follows:

- a) University administrators, members of Senate policy committees, chairs of Senate special and operating committees, the chair of the UCCD or designee, a representative of the collective bargaining agent may be recognized by the Chair of the Senate, at his or her discretion, to speak on agenda items in their areas of responsibility or charge.
- b) Any person may address the Senate on a particular agenda item by invitation of the Executive Committee or by permission of the Chair

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- 3) Policy Resolutions -- motions which, if approved by the Senate and the President of the University, would create or modify university policy or procedure.
  - b) Recommendations from policy committees, whether or not they affect any university policy, may be acted upon at the meeting of the Academic Senate at which they are introduced, provided they have been distributed to members of the Senate at least twenty-four (24) hours in advance of the meeting. However, a recommendation which a committee considers of unusual importance or complexity may be designated by the committee as a "first reading" item, for final action at the meeting following that at which it was first reported by the committee.
  - c) Motions from the Floor  
Motions not proposed by a policy committee:
    - 1) Described in a.1) and 2) above may be introduced and acted on at any meeting under the appropriate agenda item.
    - 2) Described in a.3) above may be acted upon only at a meeting subsequent to the meeting in which it is introduced or in which notice is given to the Senate of intention to introduce such a motion. If only a notice is given, such notice shall include the general sense of the proposed motion, and may be given either orally or in writing. Upon giving of notice, the presiding officer will enter the mover's name on the agenda for the next meeting and will recognize him or her at the time for New Business for the purpose of introducing the motion. Any motion from the floor may be referred to a committee on the day when first introduced.
  - d) Motions to change the bylaws are governed by Article III, Section 5 of the constitution.
  - e) Any motion referred by the Senate to a policy committee must be reported back to the Senate with the committee's recommendation.
11. Announcements about the state of the university, including the President's announcements, are informational only; no resolutions calling for action may be presented at this point in the agenda.
12. Minutes
  - a) Minutes of the Academic Senate are available to anyone in the academic community upon request.
  - b) Minutes and other papers of committees handling confidential matters shall be available only to committee members or such other personnel designated in university policy S73-19, "Faculty Personnel Records," as amended by S12-2.
13. Quorum  
For all Senate committees, a quorum is a majority of the members actually appointed, provided that at least 40 percent of the authorized membership is

present. For the purposes of calculating a quorum, committee members are not considered actually appointed until attending their first committee meeting in each academic year.

14. In elections for Senate officers, if there are more than two nominees for an office and no nominee receives a majority, the nominee who has received the fewest votes shall be dropped from the ballot and another vote taken on the remaining candidates and so on until one has a majority provided that, when there are more than six nominees for an office, the lowest three shall be dropped after the first vote and thereafter, the lowest one.
15. The Senate may, by "Sense of the Senate" resolution, sponsor or co-sponsor conferences, forums, lectures, and other public events and activities, subject to the following guidelines:

- a) Senate sponsorship is most appropriate for events and activities whose purpose is educational enhancement and/

or in advance of the meeting. A spokesperson shall be designated by the group requesting the discussion, and the spokesperson shall be recognized by the Chair to open the discussion. The only permissible Senate actions on a discussion item at that meeting are to: 1) postpone it to, or continue it at a subsequent meeting; 2) terminate the discussion; or 3) refer the subject matter to committee.

## 17. Committee Meetings and Minutes

- a. Regular meetings of the Executive Committee shall be held during the semester on Mondays that the Senate does not meet. Meetings at other times may be called by the Senate Chair or the President.

Normally, meetings of the Executive Committee are closed to all but committee members. In its discretion, the committee may open a meeting in whole or in part, or invite particular persons to attend all or part of a meeting. Minutes of Executive Committee meetings shall be reported to the Senate. Minutes shall consist of a statement of subjects covered and conclusions (if any) reached. There shall be no information included that would identify the vote or remarks of any individual member or group of members, unless agreed to by the member or members and by the committee.

In spring semester, before March 31, the continuing membership (those whose terms do not expire at the end of the semester) of each operating committee shall prearrange their meeting schedule for the following academic year. This schedule shall be reported to the Committee on Committees and Associated Students, and the schedule will be listed on the forms soliciting applications for operating committee membership.

Policy committees may request operating committees reporting to them to give priority in consideration to any specific matter referred to the operating committee.

- f. 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 electronically unless at least one committee member objects to electronic voting on a particular issue. Electronic 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 electronic voting, the committee chair shall be responsible for transmitting the proposal to be 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. At least a majority of the entire committee membership must vote before a vote can be considered valid. If a vote is taken electronically, that fact should be noted in any committee documentation that results from the vote (e.g. meeting minutes, annual reports, policy recommendations, etc.).

g. Remote Attendance

- 1) Executive Committee of the Senate:

No remote attendance is permitted.

- 2) Academic Senate:

Any action taken by the Senate requires the presence of a quorum of the elected members in person. Members of the Senate are expected to attend meetings in person.

- 3) Policy Committees:

The modality of each Senate Policy Committee shall be decided by each committee's current members through ranked choice voting on these three modalities: in person; online; and hybrid, defined here as a simultaneous

combination of modalities, whereby some members attend in person while some members attend synchronously online. The ranked choice vote shall be conducted using an electronic survey instrument sometime after the first meeting of the new Academic Senate year in May, and shall be timed to adequately capture the votes of the new cohort. The outcome of cohort members' votes shall be determined as per the guidelines for ranked choice vote tabulation.

If the committee deems that circumstances make it infeasible to use the preferred modality, then the chair will utilize the next-ranked modality, and so on down the rankings.

4) All Other committees:

The modality of other Senate Committees shall be decided by each committee's current members through ranked choice voting on these three modalities: in person; online; and hybrid, defined here as a simultaneous combination of modalities, whereby some members attend in person while some members attend synchronously online. The ranked choice vote shall be conducted using an electronic survey instrument sometime after the first meeting of the new Academic Senate year in May, and shall be timed to adequately capture the votes of the new cohort. The outcome of cohort members' votes shall be determined as per the guidelines for ranked choice vote tabulation.

If the committee deems that circumstances make it infeasible to use the preferred modality, then the chair will utilize the next-ranked modality, and so on down the rankings.

18. Duties of Senate Officers

In addition to such duties as are provided for by the Academic Senate constitution and bylaws,

- a) The Chair shall oversee the Senate's policy formulation process; shall ensure that Senate policies are periodically reviewed and that appropriate revisions are initiated; shall prior to the conclusion of the academic year, provide policy committee chairs with feedback on any outstanding items to facilitate preparation of committee year-end reports; shall cooperate with the incoming Chair to assure an orderly transition, shall be the Senate's principal spokesperson, and shall supervise the operations and activities of the Senate office.
- b) The Vice Chair shall assist and advise the Chair, shall undertake such special projects (e.g., Senate retreats) on behalf of the Senate as the Chair and the



Executive Committee may request, and shall cooperate with the outgoing Chair to assure an orderly transition;

c) The Associate Vice Chair shall facilitate and encourage recruitment of faculty as candidates for the Senate and Senate committees, shall report Executive Committee proceedings to the Senate, shall, in the absence of the Senate Administrator, take the minutes of the Senate and Executive Committee, and shall assist the Chair in the conduct of Senate meetings;

d) The Past Chair and (in the absence of a Past Chair) the Faculty Representative-At-Large shall have no specific duties, but shall undertake

~~10 The special assistant to the chair may be appointed by the Senate (in the absence of a) and shall~~