

CAL POLY ACADEMIC SENATE FALL 2015



BRIEF ORIENTATION

SENATE OFFICERS & STAFF

OFFICERS

Gary Laver, Chair

Psychology & Child Development Department, CLA

Kris Jankovitz, Vice Chair

Kinesiology Department, CSM

STAFF

Gladys Gregory, Administrative Support Coordinator

Alex Ye & Denise Hensley, Student Assistants

OFFICERS: CHAIR

- ♦ Develop charges for Senate committees in consultation with the Senate Executive Committee, faculty from across campus, and the administration
- ♦ Discuss charges with committee chairs/committees
- ♦ Prepare meeting agendas and review minutes
- ♦ Conduct Senate and Executive Committee meetings
- ♦ Provide faculty the opportunity to talk about issues important to our work
- ♦ Serve as liaison between administrators and faculty
- ♦ Work with ASI officers

OFFICERS: VICE CHAIR

- ◆ Member of Executive Committee
- ◆ Observe procedural rules
- ◆ Maintain speaker's list during Academic Senate and Executive Committee meetings
- ◆ Review minutes
- ◆ Work closely with Chair
- ◆ Be ready to take over duties of the Chair

IMMEDIATE PAST CHAIR (& PARLIAMENTARIAN)

Steve Rein

- ◆ Member of Executive Committee
- ◆ Parliamentarian advises the Chair when s/he is in doubt about how to rule on an important point

A service for which the Chair is most grateful

SENATE STAFF

- ♦ Arrange and manage logistics of Senate meetings
- ♦ Consult with Senate Chair and Senate committee Chairs about procedures
- ♦ Help with resolutions
- ♦ Preparation of minutes
- ♦ Senate correspondence
- ♦ And much more!

CAUCUS CHAIRS

- ♦ Attend Executive Committee and Academic Senate meetings
- ♦ Fill vacancies from their college/area on Senate and University committees
- ♦ Keep their college/area apprised of Senate work
- ♦ Report to Senate officers or Executive Committee with relevant events in their colleges/areas

SENATORS

- ♦ Attend Senate meetings
- ♦ Observe parliamentary procedure
- ♦ Arrange for proxy in writing if not able to attend a meeting. Only a member from your unit may vote your proxy.
- ♦ Technically, a Senator can be dismissed from Senate duty if s/he misses two consecutive meetings without substitutes.
- ♦ If unable to attend meetings for a whole quarter (or more), work with the caucus chair to find a replacement.

Please copy Gladys when arranging for a proxy.

SENATE MEETINGS

- ✦ We follow *Robert's Rules of Order* (11th ed.) and our own bylaws.
- ✦ It is customary to address the Chair when speaking.
- ✦ Senators request recognition of guest speakers from Chair.
- ✦ Meeting content: MINUTES • REPORTS • BUSINESS ITEMS
- ✦ We keep a speakers list during Q&A and debates,...
- ✦ ...but a few motions don't require recognition from the Chair.

E.g., POINT OF ORDER, REQUEST FOR INFORMATION

RESOLUTIONS

- ✦ Proposed resolutions come from Senate committees and other university community members.
- ✦ They are considered for the agenda by the Executive Committee.
- ✦ Resolutions placed on the Senate agenda undergo first and second readings.
- ✦ During a first reading, the resolution cannot be amended, but the body can discuss the resolution and make suggestions for improvement.

The Executive Committee also appoints Senate Committee members and approves Senate Committee charges.

RESOLUTIONS (CONT.)

- ✦ If a resolution is time sensitive, it may be moved to a second reading at the same meeting. (A rarity)
- ✦ A resolution moved and seconded to a second reading can be amended by the Senate.
- ✦ As a courtesy, it is preferable if proposed amendments are provided in advance of meetings.
- ✦ Second-reading discussion is focused on arguments directly supporting or opposing the resolution.
- ✦ At the second reading, a resolution may be moved and seconded to a vote for adoption.

However, attachments to resolutions cannot be amended.

RESOLUTIONS (CONT.)

- ♦ Resolutions are either adopted, rejected, withdrawn, referred to committee, or postponed (time certain if we do not intend to postpone indefinitely).
- ♦ If unresolved at the end of the year, a resolution is dropped and would need to be re-agendized the following year by the Executive Committee.