

Guide to Academic Senate Meetings

Conduct of meetings:

- Governed by Robert's Rules of Order unless superceded by the Bylaws, Constitution, or state law, and enforced by the Senate Parliamentarian
- Agenda may be amended from the floor by simple majority to
 - delete action items
 - add or delete discussion items
 - reorder the agenda
- 3:45 time certain for committee reports

During discussion:

- The Vice Chair keeps a speaker list.
- Speakers are recognized by the Chair. Wait to be recognized.
- Senators are generally recognized first, then others.
- Robert's Rules give each member two opportunities to speak and require that no speaker be recognized a second time before all have had a first opportunity. This practice is not always observed to facilitate discussion. However, it may be invoked to ensure full participation.

Procedures for committee reports at meetings: Reports receive first and second readings, status shown in agenda.

First reading:

- Committee chair or representative moves "to receive and file."
- Requires only a second
- Discussion follows
- Only motions should be to
 - waive first reading (discouraged)
 - postpone indefinitely
 - postpone definitely
 - return to committee with a recommendation
 - limit debate

Second reading: Committee chair moves "to adopt," followed by a second, discussion, and a vote. If the motion to adopt passes, the report will be sent to the President and, if approved, become University policy.