

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Amend the Bylaws of the University Senate to Specify Quorum Requirements for Standing Committees

01-16/17-CBC – October 4, 2016 – Second Reading

RESOLVED: That the University Senate of Humboldt State University approves the attached amendments to the *Bylaws of the University Senate* to be implemented at the start of the Spring 2017 semester; and be it further

RESOLVED: That standing committee chairs record their committee meeting attendance during the current semester and report to the Senate at the end of the semester whether they would have missed quorum under these new quorum requirements

Proposed Revision

10.74 Meetings shall be called by the chair, who shall preside over the meeting. Should the chair fail or decline to call meetings with sufficient frequency to accomplish committee objectives, two members may call a meeting, provided that all members, including the chair, are given sufficient notice. ~~A majority of the members shall constitute a quorum of a committee.~~

- i. Unless otherwise specified, a quorum shall be a majority of committee members with at least one representative from the faculty and at least one representative from either staff or students. Vacancies shall not be counted when determining a majority for quorum.
- ii. One representative from either staff or students will not be necessary for quorum for the Faculty Affairs Committee or for any committee where all the staff and student positions are vacant.
- iii. Any committee member may appoint another committee member as proxy. Ex-officio committee members may appoint a designee instead of another committee member. A committee member may hold only one proxy at each meeting. Proxies will be counted toward quorum and as representative of their specific electorate.

RATIONALE: *Currently committee quorum requires a majority of the total membership. When vacancies exist for some standing committees, the number of filled seats is the same as or just one more than the number required for quorum. Hence some committees are in jeopardy of not making quorum if one or two members are absent. This resolution proposes two clarifications that will make it more likely for committees to make quorum: 1) it excludes vacancies from the quorum calculation; and 2) it allow proxies to count toward quorum. The resolution also "qualifies" quorum so that at least one faculty member and one member from either staff or students must be present or represented by proxy at each meeting. This acknowledges the spirit of shared governance by requiring at least two-thirds of our electorates to be at the table when deliberating committee matters. However, if the staff and*

student positions are vacant, this requirement should not prohibit the committee from reaching quorum. Since the Faculty Affairs Committee deals specifically with faculty interests they are exempt from this quorum "qualification".