

**RESOLUTION ON ADOPTION OF APPENDIX F,
BYLAWS AND RULES OF PROCEDURE OF THE ACADEMIC SENATE
OF HUMBOLDT STATE UNIVERSITY
(#04-97/98-EX)**

WHEREAS, There are currently three appendices in the *Faculty Handbook* pertaining to the rules of the Humboldt State University Academic Senate: Appendix E.1, Appendix F, and Appendix F.1; and

WHEREAS, These appendices are in part repetitious, and in part out-dated; and

WHEREAS, These appendices do not reflect adopted or revised changes in the procedures of the Academic Senate; therefore, be it

RESOLVED: That the Academic Senate of Humboldt State University adopt the attached **APPENDIX F, BYLAWS AND RULES OF PROCEDURE OF THE ACADEMIC SENATE OF HUMBOLDT STATE UNIVERSITY**, to replace Appendices E.1, F, and F.1 in the *Faculty Handbook*.

NOTE: The attachment referred to in this resolution was distributed at the October 7, 1997 Senate meeting.

FACULTY HANDBOOK: APPENDIX F

BY-LAWS AND RULES OF PROCEDURE OF THE ACADEMIC SENATE OF HUMBOLDT STATE UNIVERSITY

ARTICLE I. NAME [Appendix E.1, Article I, Section 1]

Section 1. Academic Senate--The name of this organization shall be the Academic Senate of the General Faculty of Humboldt State University, herein referred to as the Academic Senate.

ARTICLE II. OBJECTIVE [Amendment of Appendix E.1, Article II, Section 11]

Section 2. Objective--The objective of this organization shall be to carry out those functions provided to it in the Constitution of the General Faculty.

ARTICLE III. MEMBERSHIP [Appendix E.1, Article III]

Section 3. Eligibility--The membership of the Academic Senate shall be those meeting the provisions of Sections 71, 72, 78 and 80 of Article VI of the Constitution of the General Faculty.

Section 4. Certification--Certification shall be made by the General Faculty in the cases of representatives of academic units, with a time base averaging at least .40 of full time, the HSU Emeritus Professors Association, Student Services, the President of the General Faculty, the immediate past chair of the Academic Senate, the Chair of the University Curriculum Committee and the General Faculty representatives to the Statewide Academic Senate. Certification shall be made by the Associated Students in the cases of student representatives and the President of the Associated Students. [Amendment of Appendix E.1, Article III, Section 22]

Section 5. Ex Officio--The President of the University, the Provost and Vice President for Academic Affairs, the Vice President for Development and Administrative Services, the Chapter President of the California Faculty Association, the Chair of the Senate Finance committee, a member of the HSU Staff Council, and the President of the Associated Students shall be ex officio members without vote, but shall have all other parliamentary rights of members.

Section 6. Reconstitution--The Academic Senate shall be reconstituted at that meeting following certification of membership from the General Faculty.

ARTICLE IV. OFFICERS [Appendix E.1, Article IV]

Section 7. Officers--The officers of the Academic Senate shall be the Chair, the Vice Chair, and the Secretary, elected by the Senate from among its members and each with a term of one year.

Section 8. Functions--The functions of the officers basically are those provided in Sections 40 through 43 of Article IV of the Constitution of the General Faculty. In addition, the Vice Chair of the Senate shall hold the position of Chair of the Faculty Affairs Committee and the Secretary of the Senate shall hold the position of Chair of the Educational Policies Committee.

Section 9. Election--The officers shall be elected at the first meeting of the reconstituted Academic Senate.

ARTICLE V. EXECUTIVE COMMITTEE [Appendix E.1, Article V]

Section 10. Members--The Academic Senate Executive Committee shall consist of the Chair of the Academic Senate, the Vice Chair of the Academic Senate (Chair of Faculty Affairs), the Secretary of the Academic Senate (Chair of Educational Policies), the Chair of Student Affairs, the most immediately available past Academic Senate Chair, the President of the General Faculty, the Chair of the University Curriculum Committee, the President of the Humboldt Chapter of the California Faculty Association (CFA), and both Senators representing Humboldt State University on the CSU Academic Senate. [Amendment of Appendix E.1, Article V, Section 41]

Section 11. Chair--The Chair of the Academic Senate shall serve as the Chair of the Academic Senate Executive Committee.

ARTICLE VI. MEETINGS

Section 12. Regular Meetings--The Academic Senate shall ordinarily meet twice monthly through the academic year. [Amendment of Appendix E.1, Article VI, Section 51]

Section 13. Meeting Time--Meetings will commence at 4:00 p.m. [Appendix F, Article I, Section 2]

Section 14. Meeting Room--The Academic Senate normally will meet in Goodwin Forum, Nelson Hall East 102. [Appendix F, Article II, Section 11]

Section 15. Change of Meeting Place--The Chair shall have the responsibility to schedule a meeting elsewhere or to change the place of a meeting when the room of normal scheduling cannot accommodate the numbers of nonmembers who wish or will wish to attend. [Appendix F, Article II, Section 12]

Section 16. Special Meetings--Special meetings may be called by decision of the Chair, or upon written petition of five members of the Academic Senate to the Chair, or upon request of the President of the University. [Appendix E.1, Article VI, Section 52]

Section 17. Order of Business--The order of business shall be as follows: [Amendment of Appendix F.1, Article I, Section 1]

- Announcement of proxies
- Presentation of minutes
- Reports, announcements, and communications of the Chair
- Reports of Senate Committees
- Report of representatives to the Academic Senate, CSU
- Unfinished business
- Other business

Section 18. Modifications of Order of Business--The Executive Committee is authorized to modify the order of business when deemed advisable. [Appendix F.1, Article I, Section 2]

Section 19. Mailing--Copies of the agenda for a meeting are to be mailed prior to the meeting. [Appendix F.1, Article II, Section 11]

Section 20. Agenda Items--Items to be placed on the agenda of a meeting must be notified to the Chair by noon of the Tuesday prior to the meeting. [Appendix F.1, Article II, Section 12]

Section 21. Materials to Accompany the Agenda--Reports or resolutions to accompany the agenda are to be furnished to the Academic Senate office by noon on the Tuesday prior to the meeting. [Appendix F.1, Article II, Section 13]

Section 22. Communications--At the discretion of the Chair, certain communications received by the Chair may be copied and mailed to members of the Senate with the agenda. Normally communications will be brought to the attention of the Academic Senate by announcement from the Chair. [Appendix F.1, Article II, Section 14]

Section 23. Final Discussion and Voting--Final discussion and voting on policy matters and/or committee recommendations shall be preceded by specific notice of such pending action on the published agenda of Academic Senate meetings. [Appendix F.1, Article II, Section 15]

Section 24. Agendas--All departments of the University shall be provided with the agenda for a regular meeting prior to the meeting. In addition, members of the Academic Senate shall be provided prior to the meeting with such documentation relating to the agenda as is feasible. [Appendix E.1, Article VI, Section 53]

ARTICLE VII. POLICY REGARDING NONMEMBERS AT MEETINGS [Appendix F, Article III]

Section 25. General Faculty Members--Any member of the General Faculty may attend a meeting of the Academic Senate.

Section 26. Other Persons--Persons other than members of the General Faculty are extended the privilege of attending meetings of the Academic Senate, except this privilege may be withdrawn by majority vote of those members of the Academic Senate present.

Section 27. Floor Privileges of Nonmembers--Persons not members of the Academic Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the Academic Senate or by being yielded the floor by a member of the Senate.

Section 28. Standing Committees--Standing Committees of the Academic Senate shall allow nonmember attendance and voice (but not vote) at the discretion of the individual committees.

ARTICLE VIII. EXECUTIVE SESSION [Appendix F, Article IV]

Section 29. Executive Session--The Academic Senate may resolve itself into executive session upon two-thirds favorable vote of the Senate members present.

Section 30. Nonmembers--Persons not members of the Academic Senate shall be required to leave the Senate meeting room during the period of executive session.

Section 31. Exception--Exception to the provision of Section 30 may be made by unanimous consent if the presence of a nonmember is necessary to the matters to be discussed.

Section 32. Proscribed Actions--During the period of executive session minutes shall not be recorded, motions may not be made, nor votes taken.

Section 33. Return to Open Session--The Chair shall call the Academic Senate into open session as soon as sufficient discussion has been had in executive session.

Section 34. Voting--Voting shall normally be done by voice vote. The Chair or a member of the Senate may require a division of the house when the result of the voice vote is unclear. Senate action on a matter shall be by roll call whenever requested by a member. [Proposed amendment of Appendix F.1, Article III, Section 24]

ARTICLE IX. INFORMAL SESSION AND RECESS [Appendix F.1, Article IV]

Section 35. Informal Session--The Chair may rule the Academic Senate in informal session to discuss resolutions or committee reports prior to formal Senate action.

Section 36. Return to Formal Session--A member may move at any time during informal session to return the Academic Senate to formal session.

Section 37. Recess--In the absence of a motion to recess, the Chair may declare a five-minute recess for purposes of informal conversations between members on necessary language revisions of drafts of proposals.

ARTICLE X. CONSENT CALENDAR [Appendix F.1, Article II, Section 16]

Section 38. Common Consent Calendar--At the discretion of the Chair, proposals which are of a noncontroversial nature may be placed on the agenda for adoption by consent, subject to the following rules:

- a. Any common consent proposal must be written out in full.
- b. The proposal must be submitted with sufficient copies so that a copy may be furnished to each Senator.
- c. The copies of the proposal must be submitted to the Chair by noon of the Tuesday prior to the meeting for which it will be placed on the agenda.
- d. When the question of general consent is put by the Chair, one objection shall remove the proposal from the general consent calendar.
- e. Any proposal so removed shall be added to the end of the agenda.

ARTICLE XI. CLOSE OF MEETING [Appendix F.1, Article II, Section 17]

Section 39. Close of Meeting--No additional agenda item will be considered after 5:30 p.m.

ARTICLE XII. GUEST SPEAKERS [Appendix F, Article V]

Section 40. Guest speakers--Guest speakers may be invited to address the Academic Senate by action of the Executive Committee or by majority vote of the Academic Senate.

Article XIII. PROXIES [Appendix F, Article VI]

Section 41. Proxies--A Senator may appoint a proxy for a specific meeting or for a specific issue or issues on the agenda for a specific meeting.

Section 42. Notification to Chair--The Senator must notify the Chair or the Recording Secretary of the Academic Senate in writing or by email of the designation of a proxy and the issue to which the proxy may speak or vote, if there be any limitation, before the beginning of the meeting at which the proxy is to be exercised. [Amendment of Appendix F, Article VI, Section 52]

ARTICLE XIV. VACANCIES [Appendix F, Article VII]

Section 43. Vacancy--A vacancy in an Academic Senate seat shall exist under any of the following conditions:

- a. When a member is on leave for more than a semester and, because of this, will not be attending meetings regularly.
- b. When a member's employment has been terminated.
- c. When a member will be unable to attend due to prolonged illness.
- d. When a member has resigned from the Academic Senate.

Section 44. Determination of Vacancy--It shall be the responsibility of the Chair to ascertain the existence of a vacancy on the basis of one of the conditions of Section 43 and to so rule from the Chair. If there is objection, a majority vote will be required to support the ruling of the Chair.

Section 45. Vacancies in Elective Seats--Vacancies in elective seats shall be filled by special elections in the respective constituencies. [Amendment of Appendix F, Article VII, Sections 63 and 64]

Section 46. Student Representatives--Vacancies in seats held by student representatives shall be filled by the Associated Students according to its rules.

Section 47. Ex Officio Members--Vacancies in a seat held by an ex officio member shall be filled without action of the Academic Senate by the successor or successor acting to the particular position.

ARTICLE XV. RECOMMENDATIONS [Appendix E.1, Article VII]

Section 48. Transmittal--Policy recommendations which have been considered adopted pursuant to Section 73 of the Constitution of the General Faculty shall be forwarded to the President of the University by the Chair of the Academic Senate after approval of the minutes.

Section 49. Emergency Action--Emergency action by the Academic Senate may be taken in accordance with Section 73.2 of Article VI of the Constitution of the General Faculty.

Section 50. Presidential Reaction--Reactions of the President of the University to the policy recommendations adopted by the Academic Senate shall be forwarded to the Chair of Academic Senate within two weeks of the President's receipt of the recommendation.

Section 51. Presumption of Approval--In the absence of official communication from the President of the University regarding policy recommendations adopted by the Academic Senate, presidential approval of the recommendations shall be presumed. [Amendment to Appendix E.1, Article VII, Section 64]

ARTICLE XVI. COMMITTEES [Appendix E.1, Article VIII]

Section 52. Standing Committees--The standing committees of the Academic Senate shall be the Faculty Affairs Committee, the Student Affairs Committee, the Educational Policies Committee, the Finance Committee, the Faculty Awards Committee, and the Senate Appointments Committee.

Section 53. Terms and Appointments--The members of the Faculty Affairs Committee, the Student Affairs Committee, and the Educational Policies Committee shall be appointed to three-year terms. Appointments are made by the Senate Appointments Committee. [Amendment to Appendix E.1, Article VIII, Section 72]

Section 54. Senate Finance Committee--The members of the Senate Finance Committee shall be appointed to three-year terms and the Chair to a two-year term. Appointments are made by the Senate Appointments Committee. [Amendment to Appendix E.1, Article VIII, Section 73]

Section 55. Faculty Awards Committee--The Chair of the Faculty Awards Committee is the most recent recipient of the Outstanding Professor Award. Four additional members shall be appointed to one-year terms by the Senate Appointments Committee.

Section 56. Appointments Committee--The Chair of the Academic Senate is Chair of the Senate Appointments Committee. The additional members are the Provost and Vice President for Academic Affairs, the President of the General Faculty, and two members elected to one-year terms by the Academic Senate.

Section 57. Special Committees--Special committees may be established by action of the Chair of the Academic Senate or by action of the Academic Senate. Unless otherwise provided in the enabling action, the chair and other members of a special committee shall be appointed by the Senate Appointments Committee.

Section 58. Non-Senate Members--Members of the General Faculty who are not currently members of the Academic Senate may be appointed to committees.

Section 59. Annual Reports--Committees which are required to make annual reports to the Academic Senate shall forward them to the Academic Senate by May 1.

ARTICLE XVII. QUORUM [Appendix E.1, Article IX]

Section 60. Senate--Two-thirds of the voting membership shall constitute a quorum for the Academic Senate.

Section 61. Committees--One-half of the membership of a Standing Committee or a Special Committee of the Academic Senate shall constitute a quorum for such committee.

ARTICLE XVIII. PARLIAMENTARY AUTHORITY [Appendix E.1, Article X]

Section 62. Sturgis--The Parliamentary Authority for the Academic Senate shall be Sturgis, *Standard Code of Parliamentary Procedure*.

Section 63. Authority--The provisions of the Parliamentary Authority shall apply except that adopted Senate Rules of Order shall apply where differences exist.

ARTICLE XIX. AMENDMENTS [Appendix F, Article VIII, Section 71]

Section 64. Amendments --Appendix F may be amended at any regular meeting of the Academic Senate by a two-thirds vote, provided that the amendment has been submitted at a previous regular meeting.

ARTICLE XX. SUSPENSION [Amendment of Appendix F.1, Article VI, Section 52]

Section 65. Suspension--A Senate or parliamentary rule may be temporarily suspended by a two-thirds vote of those voting members present at a meeting.

Revised Spring 1990

FACULTY HANDBOOK

APPENDIX B.1

BYLAWS OF THE ACADEMIC SENATE OF THE GENERAL FACULTY OF HUMBOLDT STATE UNIVERSITY

Adopted May 22, 1975

ARTICLE I. NAME

Section 1. **Academic Senate**—The name of this organization shall be the Academic Senate of the General Faculty of Humboldt State University, herein referred to as the Academic Senate.

ARTICLE II. OBJECTIVE

Section 11. **Objective**—The objective of this organization shall be to carry out those functions provided to it in the Constitution of the General Faculty, in particular those indicated in Sections 73 and 82 of Article VI of that Constitution.

ARTICLE III. MEMBERSHIP

Section 21. **Eligibility**—The membership of the Academic Senate shall be those meeting the provisions of Sections 71, 72, 78 and 80 of Article VI of the Constitution of the General Faculty.

Section 22. **Certification**—Certification shall be made by the General Faculty in the cases of representatives of academic units, lecturers holding one-year appointments with a time base averaging at least 0.40 of full time, the HSU Emeritus Professors Association, Student Services, the President of the General Faculty, the immediate past chairman of the Academic Senate, and the General Faculty representatives to the Statewide Academic Senate. Certification shall be made by the Associated Students in the cases of student representatives and the President of the Associated Students.

Section 23. **Ex Officio**—The President of the University, the Vice President for Academic Affairs, the Vice President for Administrative Affairs, the Chapter President of the Faculty Collective Bargaining Unit Representative, the Chair of the Senate Finance Committee, a member of the HSU Staff Council, and the President of the Associated Students shall be ex officio members without vote, but shall have all other parliamentary rights of members.

Section 24. **Vacancies**—Vacancies in membership shall be filled in accordance with Section 79 of Article VI of the Constitution of the General Faculty.

Section 25. **Reconstitution**—The Academic Senate shall be reconstituted at that meeting following certification of membership from the General Faculty.

ARTICLE IV. OFFICERS

Section 31. **Officers**—The officers of the Academic Senate shall be the Chairman, the Vice Chairman, and the Secretary—elected by the Senate from among its members and each with a term of one year.

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Section 32. **Functions**—The functions of the officers basically are those provided in Sections 40 through 43 of Article IV of the Constitution of the General Faculty. In addition, the Vice Chair of the Senate shall hold the position of Chair of the Faculty Affairs Committee and the Secretary of the Senate shall hold the position of Chair of the Educational Policies Committee.

Section 33. **Election**—The officers shall be elected at the first meeting of the reconstituted Academic Senate.

ARTICLE V. EXECUTIVE COMMITTEE

10/13/81

Section 41. **Members**—The Academic Senate Executive Committee shall consist of the Chairman of the Academic Senate, the Vice Chairman of the Academic Senate, the Secretary of the Academic Senate, the most immediately available past Academic Senate Chairman, the President of the General Faculty, and both Senators representing Humboldt State University on the statewide Academic Senate.

Section 42. **Chairman**—The Chairman of the Academic Senate shall serve as the Chairman of the Academic Senate Executive Committee.

ARTICLE VI. MEETINGS

Section 51. **Regular Meetings**—The Academic Senate shall ordinarily meet at least once monthly through the academic year, except in those months which include first or last weeks of a term.

Section 52. **Special Meetings**—Special meetings may be called by decision of the Chairman, or upon written petition of five members of the Academic Senate to the Chairman, or upon request of the President of the University.

Section 53. Agendas—All members of the General Faculty shall be provided with the agenda for a regular meeting prior to the meeting. In addition, members of the Academic Senate shall be provided with such documentation relating to the agenda as is feasible.

ARTICLE VII. RECOMMENDATIONS

Section 61. Transmittal—Policy recommendations which have been considered adopted pursuant to Section 73 of the Constitution of the General Faculty shall be forwarded to the President of the University by the Chairman of the Academic Senate after approval of the minutes.

Section 62. Emergency Action—Emergency action by the Academic Senate may be taken in accordance with Section 73.2 of Article VI of the Constitution of the General Faculty.

Section 63. Presidential Reaction—Reactions of the President of the University to the policy recommendations adopted by the Academic Senate shall be forwarded to the Chairman of Academic Senate within two weeks of the President's receipt of the recommendation.

Section 64. Presumption of Approval—In the absence of official communication from the President of the University regarding policy recommendations adopted by the Academic Senate, his approval of the recommendations shall be presumed.

ARTICLE VIII. COMMITTEES

Section 71. Standing Committees—The standing committees of the Academic Senate shall be: The Faculty Affairs Committee, The Student Affairs Committee, The Educational Policies Committee, The Finance Committee, The Faculty Awards Committee, and The Senate Appointments Committee.

Section 72. Terms and Appointments—The members of the Faculty Affairs Committee, the Student Affairs Committee, and the Educational Policies Committee shall be appointed to three-year terms and the Chairman to a one-year term. Appointments are made by the Senate Appointments Committee.

Section 73. Finance Committee—The members of the Finance Committee shall be appointed to three-year terms and the Chairman to a two-year term. Appointments are made by the Senate Appointments Committee. The Finance Committee shall report annually by May 1 to the Academic Senate.

Section 74. Faculty Awards Committee—The Chairman of the Faculty Awards Committee is appointed by the President of the University from among the teaching faculty or the staff of the Office for Academic Affairs. Four additional members shall be appointed to one-year terms by the Senate Appointments Committee.

Section 75. Appointments Committee—The Chairman of the Academic Senate is Chairman of the Senate Appointments Committee. The additional members are the Vice President for Academic Affairs, the President of the General Faculty, and two members elected to one-year terms by the Academic Senate.

Section 76. Special Committees—Special committees may be established by action of the Chairman of the Academic Senate or by action of the Academic Senate. Unless otherwise provided in the enabling action, the chairman and other members of a special committee shall be appointed by the Senate Appointments Committee.

Section 77. Non-Senate Members—Members of the General Faculty who are not currently members of the Academic Senate may be appointed to committees.

Section 78. Annual Reports—Committees which are required to make annual reports to the Academic Senate shall forward them to the Academic Senate by May 1.

ARTICLE IX. QUORUM

Section 81. Senate—Two-thirds of the voting membership shall constitute a quorum for the Academic Senate.

Section 82. Committees—One-half of the membership of a Standing Committee or a Special Committee of the Academic Senate shall constitute a quorum for such committee.

ARTICLE X. PARLIAMENTARY AUTHORITY

Section 91. Sturgis—The Parliamentary Authority for the Academic Senate shall be Sturgis: Standard Code of Parliamentary Procedure.

Section 92. Authority—The provisions of the Parliamentary Authority shall apply except that adopted Standing Rules or Rules of Order shall apply where differences exist.

ARTICLE XI. AMENDMENTS OF BYLAWS

Section 101. Amendments—These Bylaws may be amended at any regular meeting of the Academic Senate by a two-thirds vote, provided that the amendment has been submitted at a previous regular meeting.

FACULTY HANDBOOK

Senate Adopted Resolution
May 15, 1980 Revised

STANDING RULES OF THE ACADEMIC SENATE OF
HUMBOLDT STATE UNIVERSITY

I. MEETING TIME

Section 1. Meeting Day—The Academic Senate normally will schedule meetings on alternate Tuesdays, with exceptions as provided in Section VI of the Bylaws. Specific dates will be determined by the Chairman.

Section 2. Meeting Time—Meetings will commence at 4 p.m.

II. LOCATION OF MEETINGS

Section 11. Meeting Room—The Academic Senate normally will meet in Nelson Hall East, Room 106 (Council Chambers).

Section 12. Change of Meeting Place. The Chairman shall have the responsibility to schedule a meeting elsewhere or to change the place of a meeting when the room of normal scheduling cannot accommodate the numbers of nonmembers who wish or will wish to attend.

III. POLICY REGARDING NONMEMBERS AT MEETINGS

Section 21. General Faculty Members—Any member of the General Faculty may attend a meeting of the Academic Senate.

Section 22. Other Persons—Persons other than members of the General Faculty are extended the privilege of attending meetings of the Academic Senate, except this privilege may be withdrawn by majority vote of those members of the Academic Senate present.

Section 23. Floor Privileges of Nonmembers—Persons not members of the Academic Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the Academic Senate or by being yielded the floor by a member of the Senate.

Section 24. Standing Committees—Standing Committees of the Academic Senate shall allow nonmember attendance and voice (but not vote) at the discretion of the individual Committees.

IV. EXECUTIVE SESSION

Section 31. Executive Session—The Academic Senate may resolve itself into executive session upon two-thirds favorable vote of the Senate members present.

Section 32. Nonmembers—Persons not members of the Academic Senate shall be required to leave the Senate meeting room during the period of executive session.

Section 33. Exception—Exception to the provision of Section 32 may be made by unanimous consent if the presence of a nonmember is necessary to the matters to be discussed.

Section 34. Prescribed Actions—During the period of executive session minutes shall not be recorded, motions may not be made, nor votes taken.

Section 35. Return to Open Session—The Chairman shall call the Academic Senate into open session as soon as sufficient discussion has been had in executive session.

V. GUEST SPEAKERS

Section 41. Guest speakers—Guest speakers may be invited to address the Academic Senate by action of the Executive Committee or by majority vote of the Academic Senate.

VI. PROXIES

Section 51. Proxies—A Senator may appoint a proxy for a specific issue or issues on the agenda for a specific meeting or for a specific meeting.

Section 52. Notification to Chairman—The Senator must notify the Chairman in writing of the designation of a proxy and the issue to which the proxy may speak or vote if there be any limitation.

Not referenced - covered elsewhere

VII. VACANCIES

Section 61. Vacancy—A vacancy in an Academic Senate seat shall exist under any of the following conditions:

- a. When a member is on leave for two quarters or more and because of this will not be attending meetings regularly.
- b. When a member's employment has been terminated.
- c. When a member will be unable to attend due to prolonged illness.
- d. When a member has resigned from the Academic Senate.

Section 62. Determination of Vacancy—It shall be the responsibility of the Chairman to ascertain the existence of a vacancy on the basis of one of the conditions of Section 61 and to so rule from the Chair. If there is objection, a majority vote will be required to support the ruling of the Chair.

Section 63. Vacancies in Elective Seats—Vacancies in elective seats in the Academic Senate shall be filled by majority vote of the membership present at the Academic Senate.

Section 64. Nominations by Academic Units—In the case of the representative of an academic unit of Student Services, a vote of the membership of that unit shall provide two names to the Academic Senate.

Section 65. Student Representatives—Vacancies in seats held by student representatives shall be filled by the Associated Students according to its rules.

Section 66. Ex Officio Members—Vacancies in a seat held by an ex officio member shall be filled without action of the Academic Senate by the successor or successor acting to the particular position.

VIII. AMENDMENTS

Section 71. Amendments—The Standing Rules may be amended by a two-thirds vote of members present at a meeting of the Academic Senate, provided the amendment has been submitted at a previous regular meeting.

Section 73.1. Adopted Policy Recommendations—Policy recommendations adopted by the Academic Senate shall be published in the minutes of the meeting at which they were adopted and shall be formally presented to the president of the university after approval of the minutes.

Section 73.2. Emergency Action—The Academic Senate, upon two-thirds vote of the membership of the Academic Senate present, may declare that an emergency exists and that a given policy recommendation or other matter before it requires immediate presentation to the president of the university or other appropriate agent and the recommendation shall be deemed to have been approved by the General Faculty.

Section 74. Presentation of Proposed Policy Statements—Individual members of the General Faculty may propose policy statements, except that such statements shall be presented in written form, and they shall be first submitted to the Academic Senate.

Section 75. Regular Meetings—The Academic Senate shall ordinarily meet at least once monthly during the academic year at a time and place convenient to its members. Before each meeting, the Senate shall make available to members of the General Faculty, as soon as possible after each meeting, complete minutes of the meeting.

Section 76. Executive Session—All meetings of the Academic Senate shall be open to members of the General Faculty, except that the Academic Senate may resolve itself into executive session upon a two-thirds vote; provided further that executive sessions shall be for purposes of discussion only and all votes on matters discussed in executive session shall be taken in open meeting and published in the minutes of the meetings.

Section 77. Special Meetings—Special meetings of the Academic Senate may be called by the chairman in accordance with the provisions of the bylaws, and shall be called by him upon written petition of five members of the Academic Senate, or upon request of the president of the university.

Not referenced - covered elsewhere

DELETED

Not referenced - covered elsewhere

DELETED

RULES OF ORDER OF THE ACADEMIC SENATE OF
THE GENERAL FACULTY OF HUMBOLDT STATE UNIVERSITY
(Approved May 22, 1975)

I. ORDER OF BUSINESS

Section 1. Order of Business—The order of business shall be as follows:

- Announcement of proxies
- Presentation of minutes
- Reports, announcements, and communications of the Chairman
- Report of representatives to the Academic Senate, CSU
- Unfinished business
- Other business

Section 2. Modifications of Order of Business—The Executive Committee is authorized to modify the order of business when deemed advisable.

Section 3. Report from Representatives to ASCSU—A report from the representatives to the Academic Senate, CSU, will normally be received at the first meeting following each ASCSU meeting.

II. AGENDAS

Section 11. Mailing—Copies of the agenda for a meeting are to be mailed ~~on the Wednesday~~ prior to the meeting.

Section 12. Agenda Items—Items to be placed on the agenda of a meeting must be notified to the Chairman by noon of the Tuesday prior to the meeting.

Section 13. Materials to Accompany the Agenda—Reports or resolutions to accompany the agenda are to be furnished to the Academic Senate office in 50 copies by noon on the Tuesday prior to the meeting.

Section 14. Communications—At the discretion of the Chairman, certain communications received by the Chairman may be copied and mailed to members of the Senate with the agenda. Normally communications will be brought to the attention of the Academic Senate by announcement from the Chair.

Section 15. Final Discussion and Voting—Final discussion and voting on policy matters and/or committee recommendations shall be preceded by specific notice of such pending action on the published agenda of Academic Senate meetings.

Section 16. Common Consent Calendar—At the discretion of the Chairman, proposals which are of a noncontroversial nature may be placed on the agenda for adoption by consent, subject to the following rules:

- a. Any common consent proposal must be written out in full.
- b. The proposal must be submitted with sufficient copies so that a copy may be furnished to each Senator.
- c. The copies of the proposal must be submitted to the Chairman by noon of the Tuesday prior to the meeting for which it will be placed on the agenda.
- d. When the question of general consent is put by the Chairman, one objection shall remove the proposal from the general consent calendar.
- e. Any proposal so removed shall be added to the end of the agenda.

Section 17. Close of Meeting—No additional agenda item will be considered after 5:30 p.m.

III. ACTION BY THE SENATE

Section 21. Complex Motions—Motions or amendments which are complex in form shall be given to the Secretary in written form at the time the action is proposed.

Section 22. Prior Notice—The Academic Senate will not take final action on any resolution or policy matter unless the members have been furnished copies of same at least one day prior to the Senate meeting.

Section 23. Committee Reports—Committee reports shall be acted upon through a motion (a) "to receive and file the report"; or (b) "to accept the report"; or (c) "to adopt the report." In the case of actions (b) or (c), exceptions or reservations, if there are any, shall be noted.

Section 24. Roll Call—Senate action on a matter shall be by roll call whenever requested by a member.

Section 25. Minutes—Actions of the Academic Senate shall be reported in published minutes of its meetings.

IV. INFORMAL SESSION AND RECESS

DELETED

DELETED

Section 31. Informal Session—The Chairman may rule the Academic Senate in Informal session to discuss resolutions or committee reports prior to formal Senate action.

Section 32. Return to Formal Session—A member may move at any time during informal session to return the Academic Senate to formal session.

Section 33. Recess—In the absence of a motion to recess, the Chairman may declare a five-minute recess for purposes of informal conversations between members on necessary language revisions of drafts of proposals.

V. YIELDING

Section 41. Consumed Time—In the case of limited discussion, the floor shall be open for recognition of another member if the total permissible speaking time has been consumed by the speaker to whom the floor was yielded.

Section 42. Time Charge—The time used by a speaker to whom the floor was yielded by a member shall be charged against the member who yielded.

Section 43. Unlimited Discussion—In the case of unlimited discussion, the floor shall revert to the member who yielded it.

VI. AMENDMENT OR SUSPENSION

Section 51. Amendment—The Rules of Order may be amended by a two-thirds vote of the membership of the Senate.

Section 52. Suspension—A particular rule of order may be temporarily suspended by a two-thirds vote of those voting members present at a particular meeting.

DELETED

Not referenced - covered elsewhere