

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Amend the Bylaws of the University Senate to Clarify Quorum Requirements for Standing and Ad Hoc Committees

01-16/17-CBC – September 20, 2016 – First Reading

RESOLVED: That the University Senate of Humboldt State University approves the attached amendments to the *Bylaws of the University Senate*

Proposed Revisions with Track Changes

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. 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. An exception is made for the Faculty Affairs Committee whose quorum shall be a majority of committee members without further qualification.
- ii. Vacancies on the committee shall not be considered when calculating a quorum.
- iii. Appointed or elected committee members may appoint another committee member as a proxy. Ex-officio committee members may appoint another committee member or a designee as proxy. A committee member may hold only one proxy at each meeting.
- iv. Proxies will be counted toward quorum and as a 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 and conduct business: 1) exclude vacancies from the quorum calculation; and 2) 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 a proxy at each meeting. This acknowledges the spirit of shared governance by requiring that at least two-thirds of our electorates should be at the table when deliberating committee matters.- The Faculty Affairs Committee has only one student member and no staff member. Their ability to meet would be jeopardized by this quorum "qualification" and so they have been exempted from it.