

HUMBOLDT STATE UNIVERSITY
University Senate

Resolution to Amend the *Bylaws of the University Senate* to Maintain Consistency with Changes to the *Constitution of the University Senate* Relating to Agenda Notification Deadlines

30-15/16-CBC - April 26, 2016 – First Reading

RESOLVED: That the University Senate of Humboldt State University approves the attached amendments to the *Bylaws of the University Senate*; and be it further

RESOLVED: That these changes shall go into effect only if Resolution ##-15/16-CBC-April 26, 2016 - Resolution to Amend Section 6.0 of the *Constitution of the University Senate* to Alter Agenda Notification and Clarify Quorum Requirement for Meetings - is ratified by the University Senate electorates in Fall 2016.

Proposed Revisions with Track Changes

2.1 ~~Regular meetings~~Meeting Time and Location: The Senate shall ~~ordinarily~~-meet for a regular meeting every two weeks through the academic year ~~from~~at 3:00-5:00 pm on Tuesdays in Goodwin Forum, Nelson Hall East 102. The Senate may meet for a special meeting at any time or location as long as proper notification has been provided in accordance with Section 6.21 of the Constitution.

2.2 ~~Special Meetings:~~ ~~The Senate Chair shall call a special meeting of the Senate either at the Chair's discretion or upon receiving a written petition of ten percent of the Senate membership. A written notice and agenda shall be distributed to members of the Senate at least three days prior to the meeting unless the Chair, with the concurrence of a majority of the Executive Committee, decides that the urgency of the circumstances do not permit the required three day notice. Any action taken at a special meeting shall require an absolute majority of the Senate.~~

2.7 ~~Materials to Accompany~~Documents Related to the Agenda: Documents related to action items on the agenda ~~Materials, reports or resolutions to accompany the agenda are to~~shall be furnished to the Senate office by noon ~~on the Thursday prior to~~at least three academic workdays before the meeting. Documents related to announcements, reports and discussion items shall be furnished to the Senate office by 08:00 on the day of the meeting.

2.8 ~~Distribution of Agendas and Accompanying Materials:~~ ~~Copies of the agenda for a regular meeting are to be made available prior to the meeting and posted on the Senate website.~~

~~2.81 The agenda for a regular meeting shall be made available to all departments and offices of the University prior to that meeting.~~

~~2.82 Members of the Senate shall be provided, prior to a regular meeting, with such documentation relating to the agenda as is feasible.~~

~~2.83 At the discretion of the Chair, certain communications received by the Chair may be copied and distributed to members of the Senate with the agenda. Normally communications will be brought to the attention of the Senate by announcement from the Chair.~~

~~**2.92.8 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 in the published agenda of the Senate meetings.~~

~~2.91 No action shall be taken on a substantive proposal other than amendments thereto at a meeting of the Senate unless that proposal and supporting information have been circulated in writing to members of the Senate at least three working days before that meeting. This rule may be suspended by a two-thirds majority.~~

~~2.92.81 Voting on motions to approve resolutions, sense of the senate items and other action items that do not require general consent will be taken by calling the roll of the Senate.~~

~~2.93.82 A roll call vote on any other motion not listed in 2.92-81 shall be taken if requested by a member of the Senate.~~

~~2.94.83 The terms “unanimous” or “without dissent” shall be used in the minutes when all votes are affirmative. Unanimous shall mean an affirmative vote without abstentions. Without dissent shall mean an affirmative vote with abstentions.~~

~~2.95.84 Policy recommendations adopted by the Senate shall be recorded 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.~~

~~2.96.85 The Senate, upon two-thirds vote of the membership of the 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.~~

RATIONALE: *Proposed amendments to the Constitution of the University Senate are being considered in Resolution #-15/16-CBC-April 26, 2016. These amendments will change the agenda notification deadline for Senate meetings from two business days to three academic workdays. They will also move sections of the Bylaws which relate to agenda notification and materials notification into the Constitution. The changes specified here delete those sections of the Bylaws which are being moved into the Constitution and alter the numbering of the Bylaws accordingly.*