

HUMBOLDT STATE UNIVERSITY  
University Senate

Resolution to Amend Section 6.0 of the *Constitution of the University Senate* to Alter Agenda Notification and Clarify Quorum Requirement for Meetings

31-15/16-CBC - April 26, 2016 - First Reading

**RESOLVED:** That the University Senate recommends the attached amendments to Section 6.0 of the *Constitution of the University Senate* be forwarded to the Senate electorates for ratification in Fall 2016.

*Amendments with Track Changes*

**6.0 Meetings and Quorum**

**6.1 ~~Regular Meetings.~~** The Senate shall ordinarily meet for its regular meeting every two weeks during the academic year.

6.11 The agenda of each regular meeting shall be distributed to the members of the Senate and posted to the Senate website at least ~~two~~ three ~~academic workdays~~ days before the meeting. ~~and be posted on the Senate website.~~

6.12 Documents related to action items on the agenda shall be distributed to the members of the Senate and posted to the Senate website at least three academic workdays before the meeting. If such documentation is not distributed by the deadline, no action shall be taken on the item other than discussion and amendments thereto. This rule may be suspended by a two-thirds majority (except for amendments to the Constitution or Bylaws)

6.13 Documents related to announcements, reports and discussion items may be distributed to Senators at any time prior to or during the meeting. These items shall be posted to the Senate website as soon as possible after the meeting.

6.14 At the discretion of the Chair, certain communications received by the Chair may be distributed to members of the Senate at any time prior to or during the meeting. These items shall be posted to the Senate website as soon as possible after the meeting.

6.15 All departments and offices of the University shall be notified when the agenda and documents related to the agenda have been posted.

~~6.12 A senator present for a portion of a meeting shall be recorded as present for the entire meeting.~~

**6.2 Special Meetings**—Special meetings of the Senate may be called at the discretion of the Senate Chair or upon receiving a written petition of at least ten percent of the Senate membership in a manner prescribed by the Bylaws.

6.21 The agenda of a special meeting, including meeting time and location, shall be distributed to members of the Senate and posted on the Senate website at least three academic workdays ~~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 notice.

6.22 Documents related to any items on the agenda at a special meeting shall be distributed to the members of the Senate and posted to the Senate website at least three academic workdays before the meeting. If such documentation cannot be distributed by the deadline, a two-thirds majority of the Senate shall be required to discuss the agenda item (except for amendments to the Constitution or Bylaws).

6.23 Any action taken at a special meeting shall require an absolute majority of the Senate. Vacant seats will not be considered when calculating an absolute majority.

**6.3 Records**—The minutes of both regular and special meetings shall be posted on the Senate website following approval by the Senate.

**6.4 Quorum**—Two thirds of the Senate shall constitute a quorum for regular or special meetings. Vacant seats shall not be considered when calculating quorum. ~~The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum. If a senator is unable to attend, a Proxy may be appointed in accordance with the Bylaws.~~

6.41 If a senator is unable to attend, a pProxy may be appointed in accordance with the Bylaws. The proxy shall be counted toward quorum.

~~6.12~~6.42 A senator present for a portion of a meeting shall be recorded as present for the entire meeting.

6.43 The members present at a duly called or held meeting at which a quorum is present may continue to conduct business until the time stated for adjournment in the call of the meeting, notwithstanding the withdrawal of enough members to leave less than a quorum.

**RATIONALE:** *These amendments move the agenda notification deadline from two business days to three academic workdays prior to regular or special meetings of the Senate. They also shift the language that dictates the documentation posting deadline from the Senate Bylaws to the Senate Constitution. These changes improve the communication of Senate business to our Senators and to the campus community. They also provide more time for Senators to get feedback from the campus*

*community before discussion and action is taken. By moving the language for the documentation posting deadlines from the Bylaws into the Constitution, control over any future amendments to notification deadlines is placed squarely into the hands of the Senate electorates.*

*Amendments to the language on quorum are being undertaken in this same resolution because they appear in the same section of the constitution. These changes clarify the already existing practice that vacant seats are not counted toward quorum. They also specify that a proxy is counted toward quorum. This was not clear in our current governing documents. The remaining changes to this section are structural.*