

General Meeting Guide – HSU Academic Senate (rev. 3/23/11)

The current Constitution of the General Faculty and the Bylaws of the Senate are found in the HSU Faculty Handbook, available online at: <http://www.humboldt.edu/aavp/FacultyHandbook.html>

Parliamentary Procedure: The Senate uses Sturgis' The Standard Code of Parliamentary Procedure, as its parliamentary authority. Handouts were provided at the beginning of the term and are available on the Senate web site. It is helpful if you bring your copy with you to the meetings. If you need a copy, let me know, I usually bring extra copies to the meeting.

Proxies: Attendance is taken at Senate meetings for the purpose of ascertaining a quorum of voting members and for the minutes. A quorum is 2/3 of the voting members. If you are unable to attend a meeting, or part of a meeting, you may assign a proxy according to the Senate bylaws (Article XIII). Please notify the Senate Chair and/or the Senate Office in writing (email is fine) before the beginning of the meeting. The purpose of designating a proxy is to authorize someone to speak or vote on your behalf.

Procedures for Consent Calendar approval of Items from the ICC (rev. 3/8/11):

- Consent Calendar items are listed on the senate agenda and posted for review by the Friday before the Tuesday Senate meeting at which they are approved
- When the question of general consent is put by the Chair, one objection shall remove the proposal from the consent calendar. The objector shall offer a brief explanation of the grounds for the objection. One person may briefly respond to the objection. Following this brief discussion, the Senate immediately votes to either approve the proposal or send it back to the committee so that concerns may be further address.
- All remaining items are approved without objection.
- Items removed from the Consent Calendar are added to the end of the business agenda.

Readings of Resolutions:

First Readings:

- First Readings are placed on the floor by a member of the committee with a motion and a second
- First Readings of resolutions are intended to provide feedback and advice to the committee
- No amendments are made during a first reading

A second reading may be waived by 2/3 vote of the senate. A member of the senate needs to make a motion to waive the 2nd reading.

If the second reading is waived, then the Senate proceeds as if it is a second reading, i.e., amendments may be made, etc.

Second Readings:

- Second Readings are considered 'on the floor' already, no motion/second is required
- Amendments may be made on the 2nd reading; however prior discussions should not be revisited.