WHEREAS, The current set of operating procedures for Academic Senate standing and ad hoc committees was adopted in 1989 as Resolution AS-306-89 (attached); and

WHEREAS, The procedures outlined in AS-306-89 contain outdated information; and

WHEREAS, New operating procedures are needed that conform to changes made to the Bylaws of the Academic Senate, Section VIII.D “Operating Procedures” and to acknowledge the widespread use of electronic communications for committee deliberations; and

WHEREAS, Confusion over the definition of “meeting” has occurred due to the widespread use of electronic communications for committee deliberations, and providing a definition of “meeting” will improve the reading of bylaws section VIII.D, “Operating Procedures”; and

WHEREAS, Robert’s Rules of Order 10th edition requires that efforts to conduct the deliberative process by asynchronous means (not all at the same time) must be expressly authorized by the organization’s bylaws and supported by standing rules since many procedures common to parliamentary law are not applicable; therefore be it

RESOLVED: That Academic Resolution AS-306-89, “Resolution to Provide a Generic Set of Operating Procedures for Academic Senate Standing and Ad Hoc Committees” be repealed; and be it further

RESOLVED: That the operating procedures appearing in section VIII.D of the Bylaws of the Academic Senate supersede AS-306-89; and be it further

RESOLVED: That the attached modifications to sections VIII.D and VIII.E of the Bylaws of the Academic Senate be adopted by the Academic Senate of Cal Poly.

Proposed by: Academic Senate Executive Committee
Date: September 21 2010
Revised: October 19 2010
Revised: November 2 2010
Revised: November 9 2010
Bylaws of the Academic Senate

VIII.D. [COMMITTEES:] OPERATING PROCEDURES

Operating procedures for Academic Senate standing and ad hoc committees are as follows:

A committee meeting is defined as a deliberative gathering of individuals—either physically or electronically, as appropriate—for the purpose of reviewing, discussing, or deciding on matters assigned by the Academic Senate Executive Committee. Electronic meetings are appropriate where simple, straightforward decisions can be considered. They do not lend themselves to items that need detailed discussion and the exploration of options.

Meetings shall be called at the discretion of the committee chair or upon the request of three members of the committee. Committees are required to meet at least once per quarter during the school year.

Special rules and procedures must be approved by the Executive Committee, included in the committee’s description, and on file with the Academic Senate office.

VIII.D.1 Physical Meetings
1. A simple majority (51%) of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.
2. In the event that a chair must miss a meeting, s/he shall appoint a substitute chair for that meeting.
3. Meetings shall be called at the discretion of the chair or upon the request of three members of the committee. Committees are required to meet at least once per quarter during the school year. Regular meetings shall be scheduled during normal work hours.
4. Notification of meetings shall be sent by the committee chair at least three working days before the meeting date. Committees may establish regular meeting times. Upon committee agreement, a regular meeting time shall constitute notice.
5. Members may not vote by proxy.
6. A vote by the majority of the voting members attending a meeting shall be the decision of the committee.
7. Minutes shall be kept for each meeting and a copy transmitted to the Academic Senate office.
8. Special rules and procedures must be approved by the Executive Committee, included in the committee’s description, and on file with the Academic Senate office.

VIII.D.2 Electronic Meetings (e-meetings and e-consultations)
1. The decision to use an e-meeting should be made with due regard to the nature of the work to be undertaken. If a member of the committee objects to the use of an e-meeting for a particular business item, then the committee shall discuss that matter at a physical meeting.
2. A variety of technologies may be adopted as available, subject to the needs of the meeting and compliance with these procedures. No special requirements should be imposed on members other than having suitable access to meeting communications and documents.
3. Committee e-meetings are open to the public and when a member of the public wishes to attend, the committee shall make reasonable efforts to accommodate the attendance of that person.

4. A vote by the majority of the voting members of the committee shall be the decision of the committee.

5. The chair of the committee shall:
   a. Control the committee’s flow of business
   b. Maintain a current list of members
   c. Provide a notice of meeting with agenda and instructions for members about what is required (e.g., “members are asked to read and consider each item in the agenda, then [vote, comment, recommend, etc.]”). Notice shall include a timeline for discussion and action
   d. The committee chair shall prepare a final record of each meeting (minutes) and transmit a copy to the Academic Senate office

VIII.E. MEETINGS OPEN TO PUBLIC

Physical and electronic meetings of all committees, except those dealing with confidential and/or personnel matters of individuals, shall be open. The time, place, and manner and place of each meeting shall be announced in advance.
To: Rachel Fernflores  
Chair, Academic Senate

From: Robert Glidden  
Interim President

Date: January 4, 2011

Subject: Response to Academic Senate Resolution AS-721-10
Resolution on Academic Senate Operating Procedures for Its Committees

I formally acknowledge receipt of the above-entitled Academic Senate resolution.
Background statement: The Academic Senate bylaws specify that each committee shall have written operating procedures on file in the office of the Academic Senate. These are to be reviewed by the Constitution and Bylaws Committee. The Constitution and Bylaws Committee is proposing this set of generic operating procedures to assist committees in meeting this requirement. It could be accepted as a blanket procedure unless a committee prefers to draft its own. This draft was accepted unanimously by the Constitution and Bylaws Committee in January 1988 and affirmed by a vote of 6-0 on October 11, 1988. Vacant membership on the committee included SAED, SSM, and ASI.

AS-306-89/C&BC
RESOLUTION TO PROVIDE A GENERIC SET OF OPERATING PROCEDURES FOR ACADEMIC SENATE STANDING AND AD HOC COMMITTEES

WHEREAS, Article VII Section D of the Academic Senate bylaws specify each committee shall have a written set of operating procedures on file in the Senate office; and

WHEREAS, A generic set of procedures will be acceptable to many committees; and

WHEREAS, Any committee requiring greater detail and specificity in operation can propose and have them accepted; therefore, be it

RESOLVED: That the generic operating procedures for Academic Senate committees (attached) be accepted.

Proposed By:
Constitution and Bylaws Committee
November 1, 1988
Revised January 10, 1989
OPERATING PROCEDURES FOR ACADEMIC SENATE COMMITTEES

The committees of the Academic Senate, both standing and ad hoc, in compliance with Article VII, Section D, of the bylaws must have an approved set of operating procedures on file in the office of the Academic Senate. Excepting elected committees which must have specific operating procedures approved by the Senate, committees may elect to be governed by these procedures or must develop and submit for approval the procedures they will employ in the conduct of their charges.

1. A simple majority of the voting members shall constitute a quorum for a meeting. A quorum is required to conduct business.

2. Chairpersons shall be elected by the majority vote at the first meeting of the academic year called by the Chair of the Senate. Chairpersons serve until the end of the academic year. In the event that a chairperson must miss a meeting, the chairperson shall appoint a substitute chairperson for that meeting.

3. Meetings shall be called at the discretion of the chairperson or upon the request of three members of the committee. Committees are required to meet at least once per quarter during the school year. Regular meetings shall be scheduled during normal work hours.

4. Notification of meetings shall be sent by the chairperson at least three (3) working days before the meeting date. Committees may establish regular meeting times. Upon committee agreement, a regular meeting time shall constitute notice. Decisions made at meetings may not be challenged for lack of proper notice either if all members attend or if all sign statements waiving the notice requirement.

5. Decisions of the committee must be made at meetings in which the attending members are in simultaneous communication with each other. This excludes telephone polling of members unless accomplished with conference phone with all members included.

6. Members may not vote by proxy.

7. A vote by the majority of the voting members attending a meeting shall be the decision of the committee.

8. Voting shall take place by a show of hands unless one attending member requests a secret ballot. The record shall show the resulting vote.

9. A committee report explaining the decision and noting the vote leading to the decision of the committee shall be filed at the Academic Senate office. Minority reports also may be filed with that office.