

Adopted: January 31, 1989

**ACADEMIC SENATE**  
OF  
CALIFORNIA POLYTECHNIC STATE UNIVERSITY  
San Luis Obispo, California

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

**RESOLUTION TO PROVIDE A GENERIC SET OF OPERATING PROCEDURES FOR ACADEMIC SENATE STANDING AND AD HOC COMMITTEES**

**AS-306-89/C&BC**

Page Two

**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.

**Memorandum**

**RECEIVED**

**FEB 17 1989**

**CAL POLY**  
SAN LUIS OBISPO  
CA 93407

To : Charles T. Andrews, Chair  
Academic Senate

Date : February 15, 1989

File No.:

Copies : M. Wilson  
H. Scott  
D. Gerard

From : Warren J. Baker

Subject: Academic Senate Resolutions

This will acknowledge your February 7 memo with which you transmitted several resolutions adopted by the Academic Senate at its January 31, 1989 meeting. The Senate's Resolution AS-306-89 deals with the internal operations of the Academic Senate itself and requires no further action on my part. The other four resolutions are being referred to appropriate university staff for review and comment as follows:

AS-305-89/C&BC regarding making the Research Committee an elected committee is being referred to Vice President Wilson.

AS-307-89/IC regarding the Human Corps is being referred to Dean of Students Hazel Scott and Vice President Wilson.

AS-308-89/BC regarding Minor Capital Outlay is being referred to Executive Dean Douglas Gerard.

AS-309-89/CC regarding the curriculum review process is being referred to Vice President Wilson.

I will act on these resolutions as soon as I have their comments back. If any questions arise, I will be in touch with you.