

Adopted: March 10, 1992

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

Background Statement: There are situations in which a senator may miss consecutive Academic Senate meetings. Currently, the Constitution of the Faculty and the Bylaws of the Academic Senate do not address extended absences and do not address replacement procedures for extended absences. In order to clarify procedures, the term "substitute" denotes replacement for extended absences (two or three consecutive absences) and the term "proxy" reflects an absence from one Academic Senate meeting.

**AS-382-92/C&BC
RESOLUTION ON
SUBSTITUTES AND PROXIES**

WHEREAS, There are situations in which senators will miss consecutive meetings of the Academic Senate, and

WHEREAS, Article II.D. and E of the Academic Senate Bylaws does not specify procedures for extended absences, and

WHEREAS, "Substitutes" should be considered for extended absences, and

WHEREAS, "Proxies" should be considered for short-term absences; and

WHEREAS, Substitutes and proxies are currently eligible to vote at Academic Senate meetings, and

WHEREAS, There are no references relating to extended use of substitutes or proxies; and

WHEREAS, The selection of a substitute or proxy for an extended absence from Academic Senate meetings is not addressed in the Academic Senate Bylaws; therefore, be it

RESOLVED: That Article II, sections D and E be changed as follows:

D. SUBSTITUTES

When a senator must miss a senate meeting or a portion of a meeting the senator may elect a member of her/his school who is eligible for election to the Senate, but not a member of the Senate, to serve as a substitute for that Senate meeting or portion of the meeting. The senator shall transmit in writing the name of the

~~person to serve as her/his substitute to the Chair of the Academic Senate. Substitutes shall be counted in the determination of a quorum.~~ meetings over a extended period of time (two or three consecutive meetings) the senator must notify the appropriate caucus chair relating to the planned absences. The caucus chair will solicit nominations for a substitute, who is eligible for election to the Senate, from the senator's school. The caucus will then hold an election to decide who will act as a substitute. Substitutes shall be counted in the determination of a quorum and shall have voting rights. The caucus chair will transmits in writing, the name of the substitute and the dates that substitute will be in attendance at Academic Senate meetings to the Chair of the Academic Senate.

E. PROXIES

When a senator must miss a Senate meeting or a portion of a meeting, the senator may select a member of her/his school who is eligible for election to the Senate or another senator who is a member of her/his school to serve as her/his proxy. The senator shall transmit in writing the name of the person to serve as her/his proxy to the Chair of the Academic Senate. Proxies shall be counted in the determination of a quorum and will have the same right to vote as the senator who is absent.

Proposed By: The Academic
Senate Constitution and Bylaws
Committee
February 25, 1992

State of California

Memorandum

To: Charles Andrews, Chair
Academic Senate

Date: April 1, 1992

File No.:

From: Warren J. Baker
President

Copies: R. Koob

Subject: Academic Senate Resolutions AS-380-92/C&BC, AS-381-92/C&BC
AS-382-92/C&BC

This will acknowledge your memo of March 30 with which you transmitted the three resolutions adopted by the Academic Senate at its March 10 meeting. As noted in your transmittal, these were informational to me since they deal with the bylaws and, therefore, the internal operations of the Academic Senate. I appreciate your forwarding the materials to me.