

CAL POLY ACADEMIC SENATE  
FALL 2019



BRIEF ORIENTATION

# SENATE OFFICERS & STAFF

## OFFICERS

Dustin Stegner, Chair  
English, CLA

Tom Gutierrez, Vice Chair  
Physics Department, CSM

## STAFF

Sarah Best, Administrative Support Coordinator

Katie Terou and Francesca Tiesi, Student Assistants

# OFFICERS: CHAIR

- ◆ Develop charges for Senate committees in consultation with the Senate Executive Committee, faculty from across campus, and the administration
- ◆ Discuss charges with committee chairs/committees
- ◆ Prepare meeting agendas and review minutes
- ◆ Conduct Senate and Executive Committee meetings
- ◆ Provide faculty the opportunity to talk about issues important to our work
- ◆ Serve as liaison between administrators and faculty
- ◆ Work with ASI officers

# OFFICERS: VICE CHAIR

- ◆ Member of Executive Committee
- ◆ Observe procedural rules
- ◆ Maintain speakers' list during Academic Senate and Executive Committee meetings
- ◆ Review minutes
- ◆ Work closely with Chair
- ◆ Be ready to take over duties of the Chair

# IMMEDIATE PAST CHAIR (& PARLIAMENTARIAN)

Gary Laver

- ◆ Member of Executive Committee
- ◆ Parliamentarian advises the Chair when s/he is in doubt about how to rule on an important point

*... a service for which the Chair is most grateful*

# SENATE STAFF

- ◆ Arrange and manage logistics of Senate meetings and Executive Committee meetings
- ◆ Consult with Senate Chair and Senate committee Chairs about procedures
- ◆ Help with resolutions
- ◆ Preparation of minutes
- ◆ Senate correspondence
- ◆ And much more!

# CAUCUS CHAIRS

- ◆ Attend Executive Committee and Academic Senate meetings
- ◆ Fill vacancies from their college/area on Senate and University committees
- ◆ Keep their college/area apprised of Senate work
- ◆ Report to Senate officers or Executive Committee with relevant events in their colleges/areas

# SENATORS

- ◆ Attend Senate meetings
- ◆ Observe parliamentary procedure
- ◆ Arrange for proxy in writing if not able to attend a meeting. Only a person from your area may vote your proxy.
- ◆ Technically, a Senator can be dismissed from Senate duty if s/he misses two consecutive meetings without substitutes.
- ◆ If unable to attend meetings for a whole quarter (or more), work with the caucus chair to find a replacement.

*Alais eo copar k'adystar ye proedgie gnfarn qmox.*



# SENATE MEETINGS

- ◆ We follow *Robert's Rules of Order* (11th ed.) and our own bylaws.
- ◆ It is customary to address the Chair when speaking.
- ◆ Senators must request the recognition of guest speakers from the Chair.
- ◆ Meeting content: MINUTES • REPORTS • BUSINESS ITEMS
- ◆ We keep a speakers' list during Q&A and debates.
- ◆ Some requests don't require being on the speakers' list...

**See your Senator in the *Official Gazette* for more details.**

# RESOLUTIONS

- ◆ Proposed resolutions come from Senate committees and other university community members.
- ◆ The Executive Committee determines which to agendaize. Once a resolution is agendaized, it will be taken up by the Senate as a first reading.

*...the Academic Senate is empowered to exercise all legislative and advisory powers on behalf of the General Faculty. These legislative powers shall include all educational matters that affect the General Faculty (e.g., curricula, academic personnel policies, and academic standards). Advisory powers shall include, but not be limited to consultation on budget policy, administrative appointments, determination of campus administrative policy, university organization, and facilities use and planning.*

**The Executive Committee also appoints Senate Committee members and approves Senate Committee charges.**  
From ARTICLE III, SECTION 2 of the Constitution of the Faculty

## RESOLUTIONS (CONT.)

- ◆ If a resolution is time sensitive, it may be moved to a second reading at the same meeting.
- ◆ A resolution moved, seconded, and voted to a second reading may be amended by the Senate.
- ◆ As a courtesy, it is preferable if proposed amendments are provided in advance of meetings.
- ◆ Second-reading discussion is focused on arguments directly supporting or opposing the resolution.
- ◆ At the second reading, a resolution may be moved and seconded to a vote for adoption.

*A motion ever attached to a resolution is not to be amended.*

## RESOLUTIONS (CONT.)

- ◆ When a resolution is voted on, the Senate officers and support staff will record the total number votes in the affirmation, opposition, and abstention.
- ◆ Resolutions are either adopted, rejected, withdrawn, referred to committee, or postponed (time certain if we do not intend to postpone indefinitely).
- ◆ If unresolved at the end of the year, a resolution is dropped and would need to be re-agendized the following year by the Executive Committee.

