

# CAL POLY ACADEMIC SENATE FALL 2015



## BRIEF ORIENTATION

# SENATE OFFICERS & STAFF

## OFFICERS

Gary Laver, Chair

Psychology & Child Development Department, CLA

Kris Jankovitz, Vice Chair

Kinesiology Department, CSM

## STAFF

Gladys Gregory, Administrative Support Coordinator

Alex Ye & Denise Hensley, 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 speaker's 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)

Steve Rein

- ◆ 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
- ♦ 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 member from your unit 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.

*Please copy Gladys when arranging for a proxy.*



# 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 request recognition of guest speakers from Chair.
- ✦ Meeting content: MINUTES • REPORTS • BUSINESS ITEMS
- ✦ We keep a speakers list during Q&A and debates,...
- ✦ ...but a few motions don't require recognition from the Chair.

*E.g., POINT OF ORDER, REQUEST FOR INFORMATION*

# RESOLUTIONS

- ✦ Proposed resolutions come from Senate committees and other university community members.
- ✦ They are considered for the agenda by the Executive Committee.
- ✦ Resolutions placed on the Senate agenda undergo first and second readings.
- ✦ During a first reading, the resolution cannot be amended, but the body can discuss the resolution and make suggestions for improvement.

*The Executive Committee also appoints Senate Committee members and approves Senate Committee charges.*

## RESOLUTIONS (CONT.)

- ✦ If a resolution is time sensitive, it may be moved to a second reading at the same meeting. (A rarity)
- ✦ A resolution moved and seconded to a second reading can 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.

*However, attachments to resolutions cannot be amended.*

## RESOLUTIONS (CONT.)

- ♦ 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.