

CAL POLY ACADEMIC SENATE

FALL 2021



ORIENTATION

THOMAS D. GUTIERREZ
CHAIR, ACADEMIC SENATE

SENATE OFFICERS & STAFF

OFFICERS

Thomas Gutierrez, Chair
Physics, CSM

Jerusha Greenwood, Vice Chair
Experience Industry Management, CAFES

STAFF

Sarah Best, Administrative Support Coordinator

Amelia Solis Macias and Sessa Renfrew, 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)

Dustin Stegner, English, CLA

- ◆ Member of Executive Committee
- ◆ Parliamentarian advises the Chair when they are in doubt about how to rule on an important point
- ◆ Holds special place in the hearts of all involved; weekly animal-and-altar-friendly sacrifices to the Senate Gods in their name

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 and transcripts
- ♦ Senate correspondence
- ♦ Really hold all the power
- ♦ And much more!

CAUCUS CHAIRS

- ♦ Seven Caucuses: one Chair for each college and one for Professional Consultative Services
- ♦ 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

- ♦ Elected by colleges, roughly one senator per department:
 - ♦ Communicate with college/department constituents: agenda, general issues, canvass before meetings for questions and votes
- ♦ Attend Senate meetings and 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.

SENATE MEETINGS

- ✦ Common meeting structure: MINUTES • REPORTS • BUSINESS ITEMS
- ✦ We follow Robert's Rules of Order (11th ed.) and our own bylaws
 - ✦ For simplicity, most procedures can use abridged rules (see chart)
 - ✦ It is customary to address the Chair when speaking
 - ✦ Senators may cede their time to guest speakers with permission from the Chair
- ✦ Because our meetings are fixed time and not open-ended:
 - ✦ Speakers should limit questions and comments to 2 minutes
 - ✦ Speaker will typically only be recognized twice in one reading in one meeting
 - ✦ Chair can modify these but Chair's decisions can be overruled by body

SENATE MEETINGS

- ✦ We keep a speakers' list during Q&A and debates
 - ✦ Raise hand, Vice Chair will put you in the queue; questions in the chat are ok, and will be logged in the transcript, but aren't necessarily addressed directly
 - ✦ Chair will recognize you
 - ✦ Chair does not necessarily follow the order of the speaker's list
 - ✦ Speakers who have not yet spoken may be given priority
 - ✦ Follow Zoom etiquette as outlined in the agenda email (meetings are recorded)

Abridged Robert's Rules

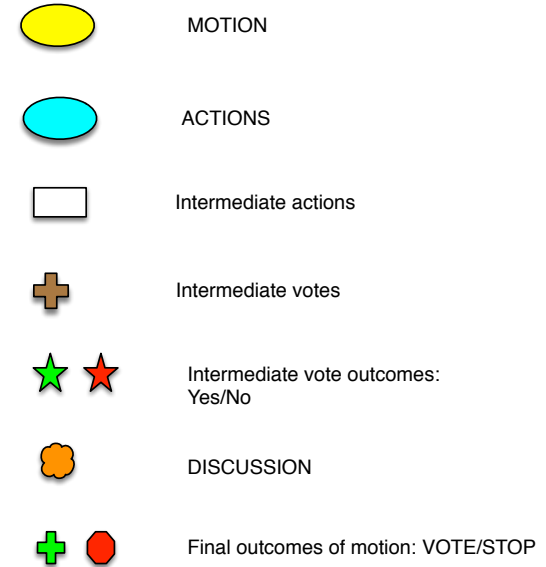
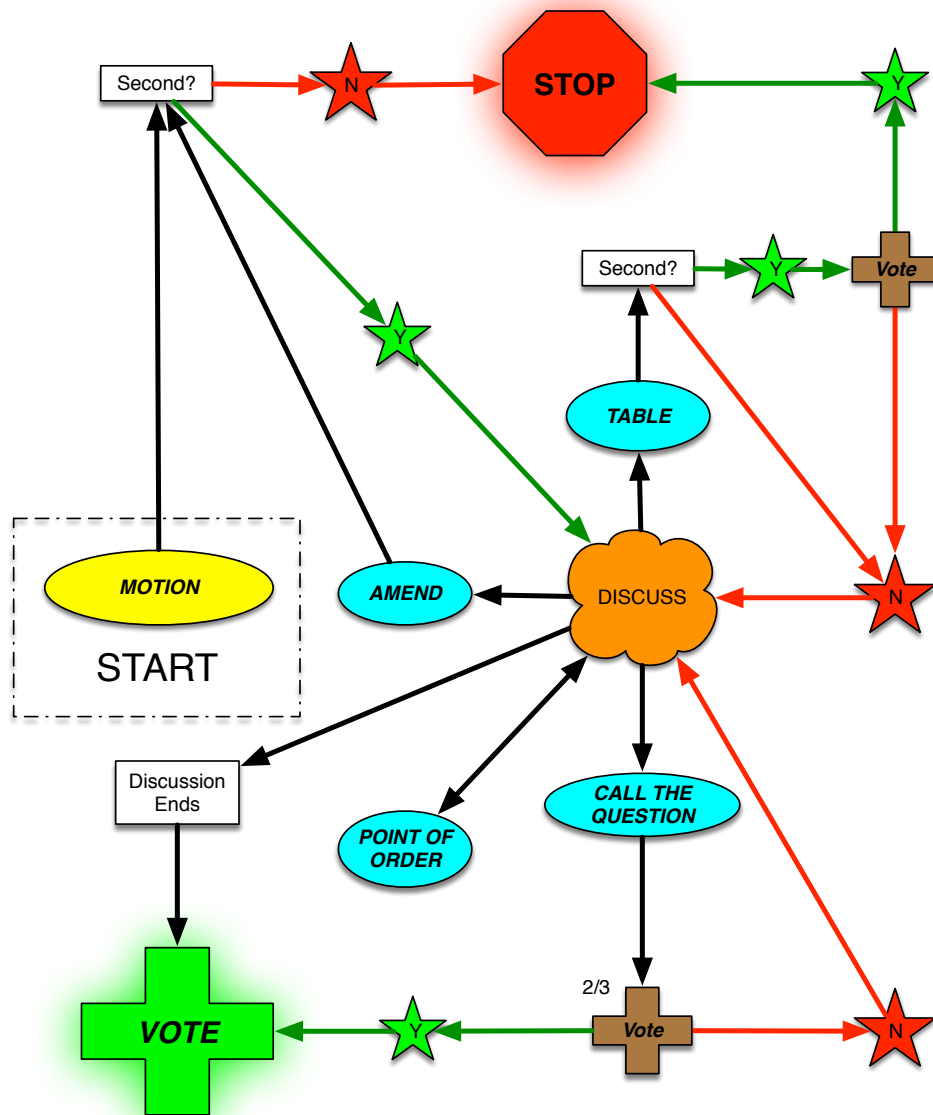


TABLE here includes:
 1) return to committee
 2) postpone to time-certain
 3) postpone indefinitely

AMENDMENTS:
 1) follow their own procedural loop
 2) return to main motion after resolution

CALL THE QUESTION:
 1) end discussion to "vote to vote"
 2) no second
 3) requires 2/3 majority

POINT OF ORDER: procedural issue or question

RESOLUTIONS (SEE CHART)

- ✦ Proposed resolutions (our version of “bills”) come from Senate committees and other university community members.
- ✦ The Executive Committee determines which to agendize. Once a resolution is agendized, it will be taken up by the Senate as a first reading.
- ✦ Resolutions range from legislative to advisory
- ✦ 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.

RESOLUTIONS

...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.

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.

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

**Resolution
Pathway
Schematic**

