



SACRAMENTO  
STATE

FACULTY SENATE OF CALIFORNIA STATE UNIVERSITY, SACRAMENTO

# Senator Information Guide

## 2020–2021 ACADEMIC YEAR





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## Message from the Chair

Fellow Senators,

I would like to extend a warm welcome to the 2020-21 Faculty Senate. I am looking forward to working with all of you as we carry out the important business of the Faculty Senate. We have some new challenges for us this year. We are starting our year in our own homes, meeting with each other via Zoom. It is a disappointment that I will not get to celebrate the start of a new academic year in our usual University Union meeting room, but we will still be together (virtually).

This guide has been developed to assist both new and returning Senators in navigating the sometimes confusing and overwhelming twists and turns of Senate meetings. It is hoped that this will be a useful resource for you. We will all need time to adjust to our new reality. To help in this adjustment, we have updated the guide this year referencing Zoom meetings where appropriate. The information on in-person meetings was retained in the hope that we will be back together in the Spring.

The Faculty Senate is an organization of faculty representatives from each department/academic unit whose primary function is to make recommendations with respect to academic and professional matters (e.g. admission, curriculum, programs, degrees, grading, academic and professional standard, budgetary matters pertaining to instruction, etc.)

Your voice, representing your department, is vitally important as the Senate carries out its responsibility in the process of shared governance. Shared governance is the process of consultation and joint decision making between the faculty and the administration on academic and professional matters. At Sacramento State, this process is robust, impactful, and highly valued by the faculty and administration alike. I look forward to working with you and the administration diligently and with a spirit of collegiality to ensure that this process of shared governance, which is essential to the success of the university, will continue to be robust and effective.

Despite the unique challenges facing us this year, I know that we will persevere and will continue to have vigorous and productive debates. We will find new ways of connecting with each other. We will continue to communicate the crucial faculty voice on our campus. I look forward to a productive and engaging year.

With highest regards,



Tracy Dawn Hamilton, *Chair Faculty Senate*



## About the Senate Office

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### Faculty Senate Chair

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### Faculty Senate Office

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Senate Analyst  
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### Quick Links:

**Faculty Senate Website**  
[www.csus.edu/academic-affairs/senate/](http://www.csus.edu/academic-affairs/senate/)

**Faculty Senate On-Line Calendar**  
[www.csus.edu/academic-affairs/senate/](http://www.csus.edu/academic-affairs/senate/)

**Faculty Senate Agendas, Minutes,  
Roster, and Action Items**  
[www.csus.edu/academic-affairs/senate/  
senate-info/20-21senate/](http://www.csus.edu/academic-affairs/senate/senate-info/20-21senate/)





# STATEMENT ON SHARED GOVERNANCE AND CONSULTATION AT CALIFORNIA STATE UNIVERSITY, SACRAMENTO

*The Faculty Senate reaffirmed, August 26, 2015 (FS 15/16-16/EX), the Statement on Shared Governance and Consultation at California State University, Sacramento.*

An effective system of shared governance within a university recognizes that the President ultimately has authority and responsibility for decisions affecting the institution.<sup>1</sup> <sup>2</sup> The same system recognizes that shared governance benefits from a process of joint decision-making, consultation, and a spirit of collegiality wherein mutual respect and mutual responsibility are essential.

## Shared Governance


In areas where primary responsibility rests with the faculty, the faculty's opinions, recommendations, and advice are routinely sought by and conveyed to the President in a manner consistent with shared governance, as defined in HEERA, the CSU's "Statement on Collegiality,"<sup>3</sup> and "The Responsibilities of Academic Senates in a Collective Bargaining Context."<sup>4</sup> Shared governance refers to a process of joint decision-making and consultation between administration and faculty on matters pertaining to admission and degree requirements, the curriculum and methods of teaching, academic and professional standards, and the conduct of creative and scholarly activities. The faculty also is to be consulted on fiscal matters that affect the instructional program of the University.


At California State University, Sacramento, the faculty and the administration have determined that the Faculty Senate is the primary consultative body for instructional and academically related professional matters on campus. Consultation between the Faculty Senate and the administration regarding fiscal matters that affect the instructional program currently is achieved *primarily* through Faculty Senate representation on the University Budget Advisory Committee<sup>5</sup> and the *Academic Affairs Budget Advisory Committee*.<sup>6</sup>

## Consultation

Consultation is the key component of effective shared governance. Consultation between the faculty and the administration within this context is defined as a mutual exchange of information, ideas, opinions, and recommendations from initial formulation to final determination of policy and procedures affecting the operation of those areas where primary responsibility rests with the faculty. The consultation shall take place in a timely manner before final decisions are made.

Effective, meaningful consultation to which the Faculty Senate, on behalf of the faculty, and the administration must be committed should be characterized by openness and transparency, civility and respectful dialogue, mutual responsibility, evidence-based problem-solving, and a commitment to being informed about and prepared to discuss relevant issues. Above all else, a mutual commitment and respect for the process must be observed if consultation in the context of shared governance is to be successful.

  
Robert S. Nelsen  
President

  
Date

  
Sylvester "Jim" Bowie  
Chair, Faculty Senate

  
Date

<sup>1</sup> Higher Education Employer-Employee Relations Act (HEERA) in Principles and Policies: Papers of the Academic Senate, The California State University, p. 22-24. ([www.calstate.edu/AcadSen/Records/Reports/pp.pdf](http://www.calstate.edu/AcadSen/Records/Reports/pp.pdf))

<sup>2</sup> Sections 1, 2, 4(e) of Chapter III of Standing Orders of the Board of Trustees.

<sup>3</sup> "Collegiality and The California State University System" in Principles and Policies: Papers of the Academic Senate, The California State University, p. 31-40.

<sup>4</sup> "Responsibilities of the Academic Senates Within a Collective Bargaining Context" in Principles and Policies: Papers of the Academic Senate, The California State University, p. 25-27.

<sup>5</sup> Senate actions FS 07-27

<sup>6</sup> Senate action FS 09-06

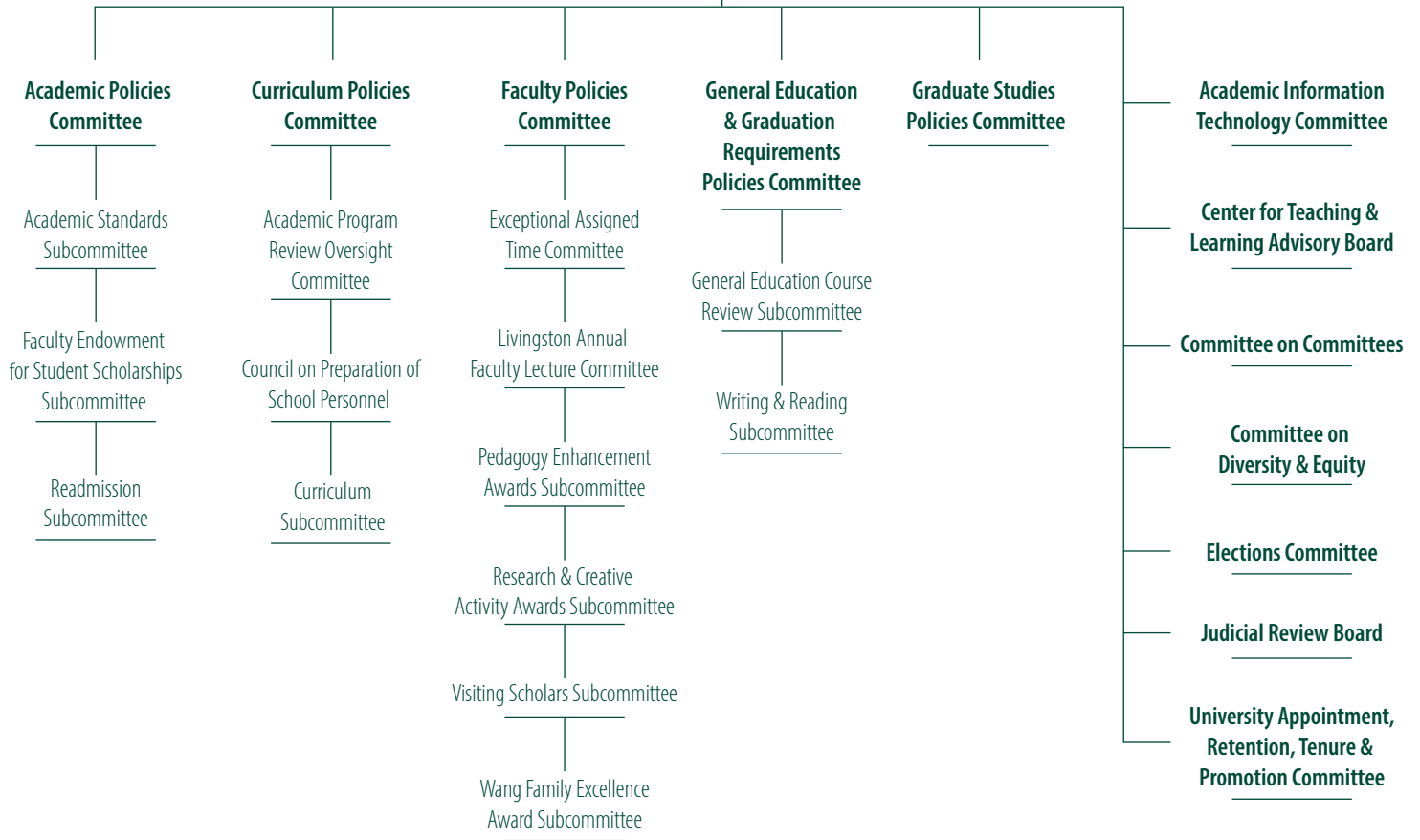


# Faculty Senate

Representatives to  
CSU Academic Senate

Senate Appointed Representatives  
to University Committees

## Executive Committees





## Faculty Senate Calendar

### Faculty Senate On-Line Calendar

Meetings of the Faculty Senate, the Executive Committee, and all Senate Committees are posted on the Faculty Senate On-Line Calendar.

## Fall 2020

### Faculty Senate Meetings

Thursdays, 3–5 pm. Meetings will be conducted via Zoom during the COVID-19 Pandemic.

### Faculty Senate 101

Thursday, September 17, 3:00 – 4:00 pm, Zoom

### Calendar-At-A-Glance

SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
10–Confirmed	1–Tentative	5–Confirmed	3–Confirmed
17–No meeting	8–Confirmed	12–Tentative	10–Tentative
24–Confirmed	15–Tentative	19–Confirmed	
	22–Confirmed	26–No meeting <i>Thanksgiving Holiday</i>	
	29–Tentative		

### Awards – Call for Nominations/Applications

Information on each award may be viewed at:

[www.csus.edu/academic-affairs/senate/lectures-awards-scholarships.html](http://www.csus.edu/academic-affairs/senate/lectures-awards-scholarships.html)

- Assigned Time for Exceptional Levels of Service to Students Award
- John C. Livingston Annual Faculty Lecture
- Outstanding Faculty Awards
- Wang Family Excellence Award



## Spring 2021

### Faculty Senate Meetings

Thursdays, 3–5 pm. Meetings will be conducted via Zoom during the COVID-19 Pandemic.

### Calendar-At-A-Glance

FEBRUARY	MARCH	APRIL	MAY
4–Confirmed	4–Confirmed	1–Confirmed	6–Confirmed
11–Tentative	11–Tentative	8–Confirmed	13–Confirmed
18–Confirmed	18–Confirmed	15–Confirmed	
25–Tentative	25–No meeting <i>Spring Break</i>	22–Confirmed	
		29–Confirmed	

### Faculty Senate Annual Committee Preference Poll

January 25 – February 12, 2021

### Lecture and Award Ceremonies

#### John C. Livingston Annual Faculty Lecture

Tuesday, February 16, 2021, 3:00 – 5:00 pm, Location: TBA

#### Faculty Endowment for Student Scholarships Award Ceremony

Thursday, February 25, 2021, 3:30 – 5:00 pm, Location: TBA

#### Outstanding Faculty Awards Ceremony

Tuesday, March 16, 2021, 3:00 – 5:00 pm, Location: TBA

### Elections

Election information may be viewed at:

[www.csus.edu/academic-affairs/senate/elections.html](http://www.csus.edu/academic-affairs/senate/elections.html)

- Officers of the Faculty Senate
- Senators and Alternates of the Faculty Senate - Department/Unit/Temporary Faculty
- Academic Senator Representative to the CSU Academic Senate
- Judicial Review Board Members

## Senators/Alternates

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Each Spring electing units will fill the position of Senator and Alternate for each of its seats to serve as the unit's voting representative at Senate meetings. The Alternate may vote when the representative is unable to attend. Each Senator is responsible for keeping their Alternate up-to-date on the current business of the Senate.

The Senate Office must be formally notified of the unit's results for Senators and Alternates in order for that individual to participate as a voting member at Senate meetings. The Senate Roster for the current AY may be viewed at: [www.csus.edu/academic-affairs/senate/senate-info/20-21senate/](http://www.csus.edu/academic-affairs/senate/senate-info/20-21senate/)

## Meetings

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During the academic year, the Faculty Senate meets every other Thursday from 3:00–5:00 pm. If business warrants, the Senate will meet on alternate Thursdays. Ordinarily, the Senate will not meet during the first week of classes and will meet every week following Spring Break to conclude business for the academic year.

## Agendas, Minutes and Action Items

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**Agendas:** The Chair of the Faculty Senate, in consultation with the Executive Committee, is responsible for planning and preparing the agenda for Faculty Senate meetings. Agendas are posted on the Faculty Senate website the Friday prior to a Senate meeting. The Senate Analyst will notify Senators via email when agendas are posted or updated.

**Minutes:** Meeting minutes from the prior Senate meeting are posted on the next Senate agenda. Once the Senate approves the minutes they are posted to the Senate website.

**Action Items:** A summary of the actions of the Faculty Senate for each academic year is posted on the Senate website. The action items are organized as follows:

- Policies
- Resolutions
- Other Senate Actions
- Endorsements, Resolutions, and Referrals
- Program Reviews
- Program Proposals
- Faculty Senate Committee Appointments
- Non-Senate University Appointments
- Administrative Search Committees

**Adjournment:** The procedures governing adjournment and motions to adjourn shall follow those in Robert's Rules of Order. If a meeting adjourns while business is pending, the business carries over to the next meeting as unfinished business.

# Quick Reference Guide for Meetings

## Prior to Arrival

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**Read the Agenda** – An important step to be an effective Senator is being prepared for Senate meetings by reading the agenda ahead of time. This allows you to see if there are any items for which you wish to propose amendments or seek consultation on.

**Consult** – It is your responsibility to consult with the faculty in your department/unit on any agenda items, for which their feedback would be helpful.

## Upon Arrival

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The Senate will meet via Zoom during the COVID-19 Pandemic. Once the Senate returns to in-person meetings the following applies. Name Plates: A name plate is provided for each Senator. Grab your name-plate from the side table and place it in front of you when you sit down.

► **Note:** *The name on the nameplate can be reversed to display the name of your Senate Alternate. If you do not see your name plate, look for your Alternate's name or check with the Senate Analyst.*

**Where to sit:** The three main tables are reserved for Senators. Find a seat among the three main tables. The Chairs in the back of the room are for guests.

## Meeting Anatomy – What to expect

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### Regular Agenda

**Call to Order:** The Chair calls the meeting to order.

**Roll Call:** The Senate Analyst calls the roll.

► **Note:** *If you are not present during roll call, be sure to let the Senate Analyst know when you have arrived.*

**Moment of Silence:** Time shall be taken at the beginning of a Senate meeting to honor any members of the campus community that have passed on since the last meeting of the Senate.

**Open Forum:** Ten-minute time period during which Senators and guests bring to the attention of the Senate upcoming events, issues, concerns, or accomplishments. Presentations are limited to no more than three minutes. Issues raised during Open Forum may be placed on the agenda as First Reading items at the time the agenda is approved.

Persons wishing to utilize the Open Forum are encouraged to notify the Senate Chair indicating the topic to be addressed.

**Information Items:** Information items are intended to keep Senators informed about activities, policies, issues, and events that impact the campus community.

**Presentations:** Typically a presentation/report is presented by a guest, and is limited to five (5) minutes, with a five (5) minutes question and answer period.

**Approval of the Agenda:** The Chair will ask the body for a motion to approve the agenda, at which time members will have the opportunity to add items to or reorder the agenda.

*Important: Upon approval of the agenda, all items on the Consent Calendar are approved. Items appearing on the Consent Calendar are expected to be routine and noncontroversial (e.g. committee appointments, program proposals, program reviews, etc.)*

► **Note:** *A Senator may request a consent action item be removed from the Consent Calendar and placed as a First Reading item. This action is not subject to a vote and no rationale is required.*



**Approval of the Minutes:** The minutes from previous meetings are presented for approval. Motions to correct and/or amend the minutes are in order. Typographical errors can be corrected informally by simply notifying the Senate Office.

**First and Second Reading Items:** Typically during meetings Second Reading items are taken up by the body before First Reading items.

**First Reading Items:** A new item coming before the Senate is initially presented to inform the body of the resolution and its intent. A First Reading item is not subject to amendment at this time.

This is an opportunity for Senators to ask questions to understand the resolution and then for Senators to return to their constituents to provide and solicit feedback before the resolution returns to the Senate as a Second Reading item.

**Second Reading Items:** After a resolution has been presented as a First Reading item (informational-only), the resolution will return to the Senate as a Second Reading item. During this time the item can be debated, amended, and voted on.

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## Getting Recognized on Speaker's List

To get recognized by the Senate Chair: During a Zoom meeting click on the hand icon. For in-person meetings, raise your nameplate in the air and hold it there until the Chair sees it. The Chair will add your name to the list of people wanting to speak.

► *Pro-tip: Because it may take more than ten minutes to get to your name if the speaker's list is long, it can be helpful to write down some notes to yourself about what you wish to say when finally recognized.*

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## Asking for Clarification

At any point during a meeting if you are unclear about a vote that is about to happen or have a question about what is going on in general, you can simply raise your hand and say, "Point of Clarification" to be immediately recognized by the Chair to ask your question.

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## Making a Motion

Typical motions include: Approving or reordering the agenda, amending a policy, amending an amendment, extending the allotted time spent on an item, etc. To make a motion, once recognized by the Chair, state your motion without explaining the rationale behind your motion. If your motion is seconded, you may then provide a rationale for the motion.

### Motion Example:

Chair: "Senator Smith, you are next on my speakers list."

Senator Smith: "I move that we add to the beginning of the first sentence on page two the words 'Unless there is a serious or compelling reason...'"

Senator Doe: "I second the motion."

Senator Smith: "The reason I think this amendment is needed is because..."

► *Pro Tip: To make motions like a pro, see **Motions 101: The More Common Parliamentary Motions** on page 11-12.*

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## Voting

Voting shall typically take place by means of an "Aye/Nay/Abstention" voice vote or show of hands. A call for a paper ballot may be made. Regardless of how the voting is accomplished, you may always abstain whenever you like. The Chair will instruct the Body on voting procedures during a Zoom meeting.

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## After the Meeting

If items were discussed that affect the faculty in your unit be sure to update your colleagues and obtain feedback as needed.



## Motions 101: The More Common Parliamentary Motions

### Precedence

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If you want to get technical, there is an order of precedence among parliamentary motions, but in our case it's unimportant since the issue hardly ever comes into play. The only things you really need know in this regard are the following:

#### Top Priority: Motion to Adjourn

*This trumps everything! (Simple majority; non-debatable).*

#### Second Priority: Privileged Motions

These are motions that can be raised immediately at any time. The Senator may raise them from the floor without first being recognized by the Chair. There are four commonly used privileged motions:

- **Point of Order:** Used to raise procedural questions, for example when accepted procedures are not being followed (e.g., when debate begins on a motion or amendment without it first being seconded).
- **Point of Information, or Clarification:** As the name suggests, the speaker is seeking information on the topic under discussion or where the Senate is in the discussion process. [Things can sometimes get complicated.]
- **Point of Privilege:** When a situation is affecting the body as a whole [Example: "It's getting hot and stuffy in here, can we open the window?"]
- **Point of Personal Privilege:** When a situation affects the speaker. [Example: "The speaker is talking too rapidly; can they slow down?"]

► **Note:** *The most common time Personal Privilege is invoked is when a Senator is mentioned by name by another speaking Senator. On that occasion, the referenced Senator may invoke personal privilege and ask for the right to respond.*

[For each of the above, the member can interrupt the current speaker and receives immediate recognition.]



### Third Priority:

All the other motions listed below.

### Requiring a Simple Majority

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- Move to amend\*
- Move a substitute motion (Complicated & time-consuming; try to avoid this.)
- Move to divide (Division of the Question)
- Move to consider ad seriatim
- Move to refer (e.g., back to a committee)
- Add an item to the agenda
- Move to adjourn – non-debatable
- Move to table (or “lay on the table”) – non-debatable
- Move to postpone (to a specific time, or indefinitely) – debatable
- Challenge ruling of the Chair (Debatable, but only as to whether to sustain the Chair’s ruling, not the issue ruled upon)

*\* You can amend a main motion or amend an amendment to a main motion, but you cannot go beyond that. (i.e., no amendment to an amendment to an amendment to the main motion, etc.)*

### Requiring a 2/3 Majority (All are non-debatable; go directly to a vote.)

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- Reorder Agenda
- Suspend the Rules
- Close Debate

### Ending Debate and Proceeding to a Vote

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**Proceed to a vote** when the speaker’s list is exhausted and nobody else wishes to speak on an item.

**To force a vote** on an item (i.e., bring about a vote when there are still names on the speaker’s list), a member must first be recognized by the Chair (usually by rising to the top of the speaker’s list) and then move to close debate (or “move the previous question.”) This is non-debatable and requires a 2/3 vote.

**Common Misconception:** Simply shouting out “Call the question!” does not automatically stop debate and bring about a vote. (Technically, it’s out of order.) The Chair may either:

- Ignore the call and proceed with the speaker’s list; or
- More commonly, point out to the body that there are still people on the speaker’s list and inquire if there is any objection to proceeding to a vote.
  - If there is an objection, continue with the speaker’s list.
  - If there is no objection, proceed to the vote.



## Common Senate Acronyms

*The following acronyms are used on Senate agendas and in discussions:*

### Colleges / Library

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**A&L** – College of Arts and Letters  
**CBA** – College of Business Administration  
**CCE** – College of Continuing Education  
**COE** – College of Education  
**ECS** – College of Engineering and Computer Science  
**HHS** – College of Health and Human Services  
**NSM** – College of Natural Sciences and Mathematics  
**SSIS** – College of Social Sciences and Interdisciplinary Studies  
**LIB** – University Library

### Committees

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**AITC** – Academic Information Technology Committee  
**APC** – Academic Policies Committee  
**APROC** – Academic Program Review Oversight Committee  
**CC** – Committee on Committees  
**CODE** – Committee on Diversity and Equity  
**CPC** – Curriculum Policies Committee  
**CPSP** – Council on Preparation of School Personnel  
**CTL** – Center for Teaching and Learning  
**EATC** – Exceptional Assigned Time Committee  
**EX** – Executive Committee  
**FESS** – Faculty Endowment for Student Scholarships Subcommittee  
**FPC** – Faculty Policies Committee  
**GE CRS** – General Education Course Review Subcommittee  
**GE/GRPC** – General Education and Graduation Requirements Policy Committee  
**GSPC** – Graduate Studies Policies Committee  
**IRB** – Institutional Review Board  
**JRB** – Judicial Review Board  
**PEAS** – Pedagogy Enhancement Awards Subcommittee  
**PLC** – Professional Leave Committee  
**RCA** – Research and Creative Activity Awards Subcommittee  
**SPBAC** – Academic Affairs Strategic Planning and Budget Committee  
**UARTP** – University Appointment, Retention, Tenure and Promotion Committee  
**UBAC** – University Budget Advisory Committee

### Other Acronyms

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**ASI** – Associated Students, Incorporated  
**CFA** – California Faculty Association  
**CBA** – Collective Bargaining Unit  
**FTE** – Full-time teaching equivalent  
**UEI** – University Enterprises, Incorporated  
**USA** – University Staff Assembly  
**WTU** – Weighted teaching unit



## Section at a glance

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# Constitution of the Faculty of California State University, Sacramento

*Ratified by the Faculty, April 6, 2011*

## Preamble

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The Faculty of the California State University, Sacramento, acting in its corporate capacity, has adopted this constitution to establish and define the means of its formal participation in the formulation, evaluation, and recommendation of University policy and procedures; to facilitate coordination and cooperation among the several parts of the University; and to provide to members of the faculty a means to express themselves about matters of academic concern.

## ARTICLE I. ORGANIZATION

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### Section 1 – Name

The name of this organization shall be the Faculty of the California State University, Sacramento.

### Section 2 – Membership

The Faculty of California State University, Sacramento is composed of the temporary, probationary and tenured Instructional faculty; Library faculty; Counseling faculty; faculty on the Faculty Early Retirement Program; Student Service Professionals (SSPI, SSPII, SSPIII, SSPIV, and Evaluators); administrators holding appointments in academic departments or the Library; and the President.

### Section 3 – Powers

#### A. The Original Power

The membership of this organization remains at all times in possession of the original authority and power of this organization. By constitutional provision, the faculty may establish its agents, to be known as sub-units, and may delegate power to them. The membership reserves to itself the entire power to alter or abolish at will, in any or all respects, the design of its agents, or the terms of the delegation of power to them. The membership may delegate duties to committees or individuals; and further, it may describe the composition of such committees and delegate the power to appoint the members of them.



## **B. Limitations on the Original Power**

1. By self-limiting ordinance, the faculty binds itself not to abridge the academic freedom of any member or group of members by its own action or that of its sub-units.
2. By self-limiting ordinance, the faculty binds itself to take for its own the action of any of its duly authorized sub-units unless the action is referred to it to be ratified or revised in the exercise of its original power as provided in Section 4.

## **Section 4 – Initiative and Referendum**

### **A. Initiative.**

Ten (10) percent of the membership of this organization qualified to vote in the campus-wide elections of this organization may initiate policy and propose resolutions in the following ways:

1. Proponents shall file with the Chair of the Faculty Senate an exact copy of the statement of policy or resolution to be submitted to the voting membership of this organization together with notice of intent to seek the signatures to cause an election.
2. The proponents shall have fifteen (15) instructional days from the filing of an exact text and the required notice in which to collect the signatures of ten (10) percent of the eligible faculty to cause the proposal to be put to a vote. Petitions prepared for signatures under this section shall contain the exact text of the proposed policy or resolution.
3. Within ten (10) days of receiving the required number of signatures, the Chair of the Faculty Senate shall notify in writing each of the eligible voting members of this organization, at his/her campus mailing address, that an election shall be held to determine whether the proposed policy or resolution shall be adopted. The notice of election shall contain the exact text of the proposed policy or resolution and the period of election as defined by the date on which voting may begin and the last date on which voting may take place.
4. Ten (10) instructional days after mailing the notice of election, the Chair of the Faculty Senate shall cause the election to be held. At least ten (10) instructional days shall elapse between the beginning and end of the period of election.
5. Adoption of a proposed policy or resolution under this section shall be by a majority of the votes cast.

### **B. Referendum.**

Any action or proposed action of any sub-unit of the faculty shall be referred to the faculty electorate for final disposition whenever thirty (30) percent or more of the members of that sub-unit agree to the motion to refer. Once agreed to, the motion to refer shall be executed by a submission to the faculty of the act referred within fifteen (15) instructional days following publication or adoption of the act referred. Until the results of the referendum have been certified, the action or proposed action giving rise to the referendum shall have no force or effect. A majority of the votes cast shall be necessary to ratify the act referred and thereby to give to it whatever force and effect it would have had by being adopted by the referring sub-unit.

## **Section 5 – Meetings**

General meetings of the faculty shall be called by the Chair of the Faculty Senate at the request of the President of the University, at the request of forty (40) percent of the members of the Faculty Senate, or upon submission to the Chair of the Faculty Senate of a written petition signed by ten

(10) percent of the faculty eligible to vote in the elections of this organization. A general meeting of the faculty shall be convened by the Chair of the Faculty Senate within ten (10) instructional days of receiving such a request or petition. Such meetings shall be for the sole purpose of giving information and conducting a discussion. No action shall be taken or policy adopted by vote or otherwise at such meetings.

## **Section 6 – Qualifications to Vote**

To be qualified to vote in the elections of this organization, a person must be a member of this organization as defined in Article I, Section 2 of this Constitution. In addition to this qualification, a person must (1) be employed by the University full-time or full-time on reduced load, or be participating in the Pre-reduction in Time Base Program or Faculty Early Retirement Program, and (2) be a member of an electing unit as defined in Article II, Section 5 of this Constitution or otherwise qualified to vote in an election called to select the representatives of the faculty. All Student Service Professionals included in the membership of the faculty (Article I, Section 2) shall be eligible to vote in elections held to choose representatives of their electing unit. Only Student Service Professionals classified as Academic Related (AR) shall be eligible to vote in elections of this organization other than those held to choose representatives of electing units. Members of the faculty holding an administrative appointment shall be ineligible to vote in elections of or to hold office ex-officio or otherwise in this organization, its sub-units or its committees.

## ARTICLE II. FACULTY SENATE

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### Section 1 – General

The Faculty Senate shall be the principal sub-unit of the faculty, the body of representatives through which the membership of this organization shall normally exercise its powers. It shall consist of representatives of the membership, students, and staff, as provided.

### Section 2 – Powers

- A. The Faculty Senate shall have power to formulate, review, revise, adopt and recommend policy and procedures to the President of the California State University, Sacramento. Its power shall extend to any academic matter delegated to the President by law and by the Trustees and Chancellor of The California State University. The extent of this power shall include but not be limited to academic, personnel, and fiscal policies. All policies adopted by the President that have not been initiated by the Faculty Senate or have not been the subject of formal consultation with the Faculty Senate shall be reported to the Faculty Senate for its information.
- B. The power described in Section 2.A of this Article shall be exercised in a manner and to an extent consistent with the provisions of state and federal law, the regulations of the Trustees of The California State University, and the directives of the Chancellor.
- C. Senate action taken to establish, modify, or repeal the policies and procedures of the University to which the power of the Senate extends shall take the form of recommendations to the President for consideration and action. Within fifteen (15) instructional days of receiving these recommendations, the President shall respond to them by announcing the decision he/she has made in light of them. If the President's decision is not entirely in keeping with the Senate's recommendation in any instance, the President shall notify the Chair of the Faculty Senate of the reasons for each departure from the Senate's recommendation. If the President has made no decision at the end of the initial period of fifteen (15) instructional days, the President shall inform the Senate of that fact and of the progress being made toward the decision. At the end of every subsequent period of fifteen (15) instructional days until the decision is made, the President shall again inform the Senate of the progress being made toward the decision. No recommendation to the President shall have the force or effect of University policy or procedure without the concurrence of the President.
- D. The Faculty Senate may present to the Trustees, the Chancellor, or the Academic Senate of The California State University any recommendation which it judges to be for the benefit of The California State University or any part of it.

### Section 3 – Duties

- A. The Faculty Senate shall perform all of the duties consistent with the exercise of its power to formulate, review, revise, and adopt recommendations of University policy and procedure.
- B. The Faculty Senate shall create such committees as it deems necessary to the performance of its duties, shall establish rules and procedures for its committees, and shall establish methods of selecting the membership of all required or requested committees. These committees shall not be construed to be sub-units of the faculty, and may not assume duties constitutionally assigned to other sub-units of the faculty. In addition, the Faculty Senate shall elect the Chairs of certain standing Policy Committees (as specified in the committee's charge).
- C. The Faculty Senate shall establish reasonable methods of selecting nominees for all elective offices created by or under this Constitution, and shall conduct all such elections.

- D. The incumbent Faculty Senate and its newly elected officers shall attend to matters within the scope of the Senate's power which arise during the summer and on which action cannot be delayed.

#### **Section 4 – Responsibilities**

The following statement sets forth the academic matters explicitly reserved to the faculty or its Faculty Senate (adapted from the Statement on Responsibilities of Academic Senates in a Collective Bargaining Context, adopted by the CSU Academic Senate, AS 1217–81).

It is the responsibility of the Faculty Senate to formulate, review, revise, adopt, and make policy recommendations about any academic matters delegated to the President by law, and by the Trustees and Chancellor of the CSU, including but not limited to academic, personnel, and fiscal policies and to forward them to the President of the University.

**A. Responsibility shall be vested in the faculty or its Faculty Senate for:**

1. approval of degree candidates
2. development of policies governing the awarding of grades.

**B. Through the Faculty Senate, responsibility shall be vested in the faculty or its elected Senate representatives for developing policies and making recommendations to the President on the following matters:**

1. criteria and standards for the appointment, retention, awarding of tenure, promotion and evaluation of academic employees including preservation of the principle of peer evaluation and provision for the direct involvement of appropriate faculty in these decisions;
2. determination of membership in the faculty;
3. curricular policies, such as admission and degree requirements, approval of new courses and programs, discontinuance of academic programs and academic standards;
4. faculty appointments to institutional task forces, advisory committees, and auxiliary organizations;
5. academic standards and academic policies governing athletics.

**C. The Faculty Senate shall be the primary source of policy recommendations to the President on decisions related to the following matters:**

1. establishment of campus-wide committees on academic or professional matters;
2. the academic role of the Library;
3. academic awards, prizes, and scholarships;
4. the academic conduct of students and means for handling infractions;
5. development of institutional missions and goals.

**D. The Faculty Senate shall be consulted by the President concerning:**

1. the academic calendar and policies governing the schedule of classes;
2. policies governing the appointment and review of academic administrators.

## Section 5 – Membership

- A. The membership of the Faculty Senate shall be composed of (1) the representatives of the electing units; (2) four representatives to be elected at-large by the temporary faculty from those temporary faculty who are teaching six or more units during the semester in which the election is conducted; (3) Chairs of certain standing Policy Committees of the Faculty Senate (as specified in the committee's charge), as ex-officio, non-voting members, unless such Chairs are serving concurrently on the Senate as representatives of electing units; (4) the statewide academic Senators, as ex-officio, non-voting members; (5) a faculty emeritus member of the California State University, Sacramento Retirees Association, as an ex-officio, non-voting member, chosen by and in a manner determined by, the Association; (6) three student representatives, as non-voting members, chosen by, and in a manner determined by Associated Students, Inc.
- B. Representatives of electing units shall be elected by and from those units. There shall be two (2) types of electing unit, single and combined.
  - 1. **Single electing units** shall normally be academic departments or divisions having ten (10) or more probationary, tenured, and full-time temporary faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on paid leave or reduced load, but excluding faculty holding administrative appointments). The Library shall be a single electing unit. A single electing unit, named the Student Services electing unit, composed of all Student Service Professionals and Academically Related Counseling Faculty included in the membership of the faculty (Article I, Section 2) shall be established for the purpose of electing their representative(s). Academic departments or divisions having fewer than ten (10) probationary, tenured, and full-time temporary faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on leave or reduced load, but excluding faculty holding administrative appointments), may choose to become single electing units or may choose to form combined electing units as described below.
  - 2. A **combined electing unit** shall be formed when an academic department or division with fewer than ten (10) probationary, tenured, and full-time temporary faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on leave or reduced load, but excluding faculty holding administrative appointments) combines by mutual consent with another academic department or division to elect a representative.
- C. The number of representatives to which an electing unit is entitled shall be determined annually prior to holding the annual election of representatives to the Faculty Senate. Each electing unit shall be entitled to one representative. Electing units having twenty-four (24) or more probationary, tenured, and full-time temporary faculty appointments (including faculty participating in the Faculty Early Retirement Program, and faculty on leave or reduced load, but excluding faculty holding administrative appointments) shall be entitled to one additional representative.
- D. To assist in determining the number of faculty appointments in the departments, faculty members holding joint appointments shall designate one of the departments in which they serve as the electing unit in which they intend to vote. The Chair of the Faculty Senate shall ascertain the faculty member's designation prior to apportioning representatives among the electing units during the first year of the joint appointment. The faculty member may designate another of the departments in which he or she serves by informing the Chair of the Faculty Senate of his or her change of designation prior to the apportionment of representatives during subsequent years. Having designated an electing unit, a faculty member holding a joint appointment shall vote in that unit and no other.



## **Section 6 – Term of Office**

- A. The term of office of a representative, whether of an electing unit or the temporary faculty, shall be two (2) years, with terms so arranged that approximately one-half (1/2) of the Senate shall be elected each year. The term of office shall begin at noon on the last day of the spring semester and end at noon on the last day of the spring semester two years hence.
- B. Representatives who have served for six (6) consecutive years shall not be eligible for re-election until at least one (1) academic year has elapsed between the conclusion of the sixth consecutive year of service and the beginning of a new term.
- C. When a vacancy occurs in the representation of any electing unit not caused by the expiration of a term of office, a successor shall be elected by the electing unit in a manner to be determined by the electing unit.

## **Section 7 – Recall**

The representative of an electing unit or the temporary faculty may be removed from office by a two-thirds (2/3) majority of those voting in a recall election confined to the faculty members eligible to elect the representative. A recall election shall be conducted within ten (10) instructional days following presentation to the Chair of the Faculty Senate of a recall petition signed by twenty-five (25) percent of the faculty members eligible to elect the representative. No representative shall be subject to recall more than once in any academic year.

## ARTICLE III. JUDICIARY

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### Section 1 – General

The Judicial Review Board shall be a sub-unit of the faculty, constituted to decide disputes relating to the interpretation of the Constitution of this organization and By-Laws of the Faculty Senate. The departments, electing units, sub-units of the faculty, or combinations thereof, acting by a majority of the members of each, may seek its decision. Faculty members may also seek its decision by a petition containing the signatures of fifteen (15) members eligible to vote in the elections of this organization.

### Section 2 – Powers

Rulings made by the Judicial Review Board shall be final and binding, unless (under the rules provided) appealed to and reversed by the faculty.

### Section 3 – Membership

- A. Membership on the board shall be open to probationary and tenured instructional faculty and library faculty.
- B. Membership on the Board shall not be open to members of other sub-units of the faculty.
- C. The Board shall be composed of nine (9) members elected at-large. The Board shall determine its own method of paneling for hearings, but no hearings shall be conducted with fewer than three (3) Board members.
- D. No more than four (4) members of the Board may be from the Library or the same school.

### Section 4 – Term of Office

- A. Board members shall serve for a term of three (3) years, with terms so arranged that one-third of the membership of the Board shall be elected each year.  
A member who has served for six (6) consecutive years shall not be eligible for re-election to the Board until at least one (1) academic year has elapsed between the conclusion of his or her sixth consecutive year of service and the beginning of his or her next term.
- B. The membership of the Board shall be chosen by annual election only. If in any instance the office of a member becomes vacant between annual elections, it shall remain vacant until the next annual election.

### Section 5 – Recall

A member of the Board may be removed from office by a two-thirds (2/3) majority of those voting in a recall election. A recall election shall be conducted within ten (10) instructional days following presentation to the Chair of the Faculty Senate of a recall petition signed by twenty-five (25) percent of the members of the faculty eligible to elect members of the Board. No member of the Board shall be subject to recall more than once in any academic year.

## ARTICLE IV. CONSTITUTION AND BY-LAWS

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### Section 1 – Adoption of this Constitution

This Constitution shall be adopted after approval by a majority of the faculty voting in an election called for this purpose, and upon approval by the President of the University.

### Section 2 – Amendments to this Constitution

Amendments to this Constitution may be proposed by two-thirds (2/3) of the voting members of the Faculty Senate present and voting to do so, or by an initiative petition signed by twenty (20) percent of the faculty eligible to vote in the elections of this organization and presented to the Chair of the Faculty Senate. Amendments shall go into effect when they have been approved by a majority of the members of this organization voting upon the amendment, and by the President of the University.

### Section 3 – Adoption of By-Laws

Initially, the By-Laws of each sub-unit shall be adopted by an absolute majority of the Faculty Senate and submitted to the members of this organization for approval. Subsequent revisions of the By-Laws of a sub-unit shall be made by the vote of an absolute majority of the sub-unit. A minimum of three (3) instructional days shall elapse between the meeting at which By-Laws or revisions to the By-Laws are proposed and the meeting at which they are voted upon.

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2/23/1989:	Adopted by the Faculty Senate
3/17/1989:	Ratified by the Faculty.
4/11/1989:	Approved by the President.
5/15/1997:	Amended.
7/18/1997:	Approved by the President.
12/18/1998:	Amended.
3/1/1999:	Approved by the President.
4/6/2011:	Ratified by the Faculty

*Updated: August 1, 2012*

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*Faculty Senate, California State University, Sacramento*

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## Bylaws of Faculty Senate of California State University, Sacramento

*Adopted September 22, 2016*

### Article I. MEMBERSHIP

#### A. Membership

The membership of the Faculty Senate shall be composed of (1) the representatives of the electing units; (2) four representatives to be elected At-large by the temporary faculty from those temporary faculty who are teaching six or more units during the semester in which the election is conducted; (3) Chairs of certain standing Policy Committees of the Faculty Senate (as specified in the committee's charge), as ex-officio non-voting members, unless such Chairs are serving concurrently on the Senate as representatives of electing units; (4) the statewide academic Senators, as ex-officio, non-voting members; (5) a Faculty Emeritus member of the California State University, Sacramento Retirees Association, as an ex officio, non-voting member, chosen by, and in a manner determined by, the Association; (6) three student representatives, as non-voting members, chosen by, and in a manner determined by, the Associated Students, Inc.

#### B. Nomination, Election, and Succession to the Office of Representative or Alternate

##### 1. Representatives and Alternates

Each electing unit of the full-time faculty (as defined in the Constitution of the Faculty, Article II, Section 5.B.) may elect a representative and an alternate representative to each of its seats to serve as the unit's voting representative at Senate meetings. The alternate may vote when the representative is unable to attend.

In the case of electing units with more than one representative the unit may choose to elect (1) a separate alternate for each of the seats or (2) one or more individuals (up to the number of seats allotted to the electing unit) to serve as alternates for all of its seats.

Service as an alternate, regardless of the number of years served, shall not preclude an individual from being elected as a unit representative upon end of his/her service as an alternate.



The temporary faculty shall be entitled to two alternates (who may act for any of the four temporary faculty representatives) elected from among those temporary faculty who have been appointed to no fewer than 6 WTUs during the semester of their election.

It shall be the responsibility of the regular representative to notify an alternate when his/her attendance will be required. Neither the temporary faculty nor an electing unit may be represented by both a regular and an alternate representative to the same seat at the same time.

For the period during which the representative from an electing unit serves as the Chair of the Faculty Senate, the electing unit's alternate representative, if any, shall serve as the unit's voting representative at Faculty Senate meetings. When the alternate is present and voting, the Chair shall not vote on any matter. In the absence of the alternate, the Chair may vote to break a tie.

## **2. Elections**

Elections to the office of representative (or alternate) shall be conducted and results reported to the Senate Office in the Spring semester prior to the date of the organizational meeting of the new Senate to serve for the following college year. Each electing unit shall be responsible for its own elections.

The Senate Election Committee shall be responsible for the conduct of the temporary faculty elections.

Elections shall be by secret ballot, and all ballots shall be distributed and collected on campus.

## **3. Term of Office**

The term of office of a representative shall be two years as defined in the Constitution. Should the representative of an electing unit and/or his or her alternate fail to complete their term, the unit may hold an election to fill the remainder of the term as provided in the Constitution. [Article II, Section 6.A: The term of office of a representative, whether of an electing unit or the temporary faculty, shall be two (2) years, with terms so arranged that approximately one-half (1/2) of the Senate shall be elected each year. The term of office shall begin at noon on the last day of the spring semester and end at noon on the last day of the spring semester two years hence.]

The term of office of an alternate representative is for two academic years; the term of the alternate need not coincide with that of a unit's elected representative (Senator).

To remain eligible to hold office, a representative or alternate of the temporary faculty shall hold an appointment from the University to no fewer than six (6) WTU's during each semester of the prescribed term of office. Failure to hold the required appointment shall vacate the office.

## **4. Nomination and Election Process**

Each electing unit shall invite nominations to the office of representative from its own members. Each member of an electing unit who is qualified to vote for representatives as defined in Article I, Section 6, of the Constitution shall be eligible to nominate and to be

nominated to the office of representative (or alternate) from his/her electing unit except as provided in the Constitution. [Article II, Section 6.B: Representatives who have served for six (6) consecutive years shall not be eligible for re-election until at least one (1) academic year has elapsed between the conclusion of the sixth consecutive year of service and the beginning of a new term.] Service as an alternate, regardless of the number of years served as such, shall not preclude an individual from being elected as unit representative immediately following the end of his/her service as an alternate.

If no candidate for the office of representative of an electing unit receives a majority of the votes cast in a unit's election, the unit shall immediately hold another election to decide which of the two candidates receiving the most votes previously cast shall have the office.

In the case of the temporary faculty, nomination and election shall be by and from the temporary faculty holding instructional appointments in the spring semester. To be qualified for nomination and election to the office of representative or alternate, a temporary faculty member shall hold an appointment from the University to no fewer than six (6) WTU's during the semester in which the election is held and shall be eligible under Article II, Section 6.B, of the Constitution. The Faculty Senate shall invite nominations from the temporary faculty. If more than twice as many candidates are nominated as there are offices to be filled, the Senate shall hold an election to reduce the number of candidates to no more than twice the number of offices to be filled (see process in Section II E-3).

The election of the temporary faculty representatives shall be so conducted that two representatives and one alternate are elected to new terms each year. Each member of the temporary faculty may vote for as many candidates as offices to be filled. To be elected, a candidate shall receive more votes than any candidate not elected.

## **5. Vacancy in the Office of Representative**

Provision for filling a vacancy in the office of representative or an alternate of an electing unit is made in the Constitution [Article II, Section 6.C: *When a vacancy occurs in the representation of any electing unit not caused by the expiration of a term of office, a successor shall be elected by the electing unit in a manner to be determined by the electing unit.*] The alternate shall serve as the representative of the unit until an election to fill the vacancy occurs.

If a vacancy occurs in the office of representative of the temporary faculty, the Faculty Senate shall appoint one of the alternates to serve for the remainder of the term. In the absence of an alternate, the Faculty Senate may appoint from among the temporary faculty a successor who shall serve for the remainder of the term. The Senate shall confine its choice of a successor to a member of the temporary faculty who holds an appointment from the University to no fewer than six (6) WTU's during the semester of appointment.

## **6. Electing Units**

The provisions of Section I.B.1-5 of these By-Laws shall apply alike to single and combined electing units.

### **C. Duties and Responsibilities of Individual Representative (Senators)**

The role of faculty governance within a University is a major part of the collegial environment. The Faculty Senate is the recognized voice of the faculty and is charged with proposing and overseeing policy pertaining to the academic well-being of the institution. A unit's representative, or the designated alternate, duly elected by his/her department/unit is expected to discharge the duties and responsibilities attendant on that office and exercise its powers and prerogatives in person only. These duties and responsibilities are:

1. to be an informed member of the Faculty Senate;
2. to attend all meetings of the Faculty Senate or, if unable to attend, to advise the alternate;
3. to consult with and consider the opinions/interests of the department/unit being represented while engaging in Faculty Senate business;
4. to recognize and respect the duties and responsibilities of fellow representatives; and
5. to maintain a collegial and objective bearing during debate in the Faculty Senate.

## **Article II. OFFICES OF THE FACULTY SENATE**

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### **A. Executive Offices**

#### **1. Chair**

The Chair of the Faculty Senate shall be elected annually by and from the voting representatives of electing units. Policy Committee Chairs who are not also representatives of electing units may neither serve as nor vote for Chair. The Chair shall preside at meetings of the Faculty Senate. The term of office of the Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Chair and shall end at noon on the last day of the spring semester of the following year. The Chair may be re-elected.

#### **2. Vice Chair**

The Vice Chair shall be elected annually by and from the voting representatives of electing units. Committee Chairs who are not also representatives of electing units may neither serve as nor vote for Vice Chair. In the absence of the Chair, the Vice Chair shall preside at meetings of the Faculty Senate, and perform other duties of the Chair as delegated by the Chair. The term of office of the Vice Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Vice Chair and shall end at noon on the last day of the spring semester of the following year. The Vice Chair may be re-elected.

### **B. Other Elected Offices**

#### **1. Standing Policy Committee Chairs**

Each standing Policy Committee Chair, as specified in the standing Policy Committee's Charge, shall be elected annually by the Faculty Senate from among the full-time faculty of the University. Each standing Policy Committee Chair shall preside over his or her standing Policy Committee and shall also serve as an ex-officio non-voting member of the Faculty Senate and an ex-officio voting member of its Executive Committee. The term of office of a standing Policy Committee Chair shall be one year. The term shall begin at noon on the last day of the spring semester in which he/she is elected Chair of the standing Policy Committee and shall end at noon on the last day of the spring semester of the following year. A faculty member may be elected to serve up to three (3) consecutive terms of one year each as the Chair of a standing Policy Committee. After an interval of a year following the end of the third consecutive term, the faculty member shall become eligible for election to the Chair of a standing Policy Committee.

#### **2. Members of the Executive Committee**

In addition to the Chair and Vice Chair of the Senate, who shall be voting members, and the Chairs of certain standing Policy Committees as specified in the standing Policies Committee's charge, who shall be ex-officio voting members, additional At-large voting members of the Executive Committee shall be elected annually by and from the electing unit representatives to maintain the Executive Committee membership at eleven (11). The At-large elected members of the Executive Committee shall serve for a term of one

year, beginning at noon on the last day of the spring semester in which they are elected to the Executive Committee and ending at noon on the last day of the spring semester of the following year. At-large Executive Committee members shall be eligible for re-election so long as they remain electing unit representatives.

### **C. Staff of the Faculty Senate**

#### **1. Parliamentarian**

A parliamentarian shall be nominated by the Executive Committee and subject to the approval of the Faculty Senate at the first meeting of the Faculty Senate during the fall semester of each academic year. He or she shall be a non-voting member of the Senate.

#### **2. Recording Secretary**

The Recording Secretary of the Faculty Senate shall be the Faculty Senate Analyst.

### **D. Nomination of Candidates for Elected Offices at the First Organizational Meeting**

#### **1. Qualifications to Nominate**

The right to nominate candidates for elected offices of the Faculty Senate shall be limited to voting representatives of electing units. In the case of the nomination of candidates for Chair of a standing Policy Committee nominations may also be made by the current membership of the standing Policy Committee and by faculty petition, as described Section II-D-4 of these By-Laws.

#### **2. Order of Business**

As provided in Article III, Section A. of these By-Laws, the newly constituted Faculty Senate shall first meet to nominate its officers, that is, the Chair, the Vice Chair, the Chairs of the standing Policy Committees and the At-large voting members of the Executive Committee. At the meeting to nominate, the order of business shall be:

1. Nomination of candidates for office of Chair;
2. Nomination of candidates for office of Vice Chair;
3. Nomination of candidates for office of Chair of the standing Policy Committees;
4. Nomination of candidates for At-large elected members of the Executive Committee.

#### **3. Nomination of Candidates for the Offices of Chair and Vice Chair of the Faculty Senate**

Nominations of candidates for Chair and Vice Chair shall be made from the floor by representatives of electing units; nomination of oneself shall be permitted. Additional nominations for Chair and Vice Chair may be made at the subsequent organizational meeting to elect these and other officers of the Senate. If more than two nominations either to the office of Chair or the office of Vice Chair are made, the Senate shall immediately select from among the several nominees to the office, the two whose names shall be put to a vote in the subsequent election. The selection shall be made by secret ballot. Each representative shall have one vote in relation to each office. Each of the two candidates selected shall receive more votes than any candidate not selected.

Nominees shall be invited to make a presentation on their qualifications at the election meeting.



#### **4. Nominations for Candidates for the Office of Chair of a Standing Policy Committee**

Nominations of candidates for Chair of each standing Policy Committee may be made by a voting representative from the floor; by the current membership of the standing Policy Committee; or by a petition signed by ten (10) or more full-time faculty members and filed with the Faculty Senate office before the first meeting of the new Faculty Senate. Additional nominations for standing Policy Committee Chairs may be made at the meeting to elect these and other officers of the Senate.

Nominees shall be invited to make a presentation on their qualifications at the election meeting.

#### **5. Nominations of Candidates for the Office of At-large Members of the Executive Committee**

Nominations of the At-large elected members of the Executive Committee shall be made from the floor; nomination of oneself shall be permitted. Additional nominations to serve as the At-large elected members of the Executive Committee may be made at the meeting to elect these and other officers of the Senate.

Nominees shall be invited to make a presentation on their qualifications at the election meeting.

### **E. Election of Officers**

#### **1. Voting Qualifications and Procedures**

The right to vote in the election of Senate officers shall be limited to the voting representatives of electing units. Voting shall take place by secret ballot as specified in Section II-E-7 of these By-Laws.

#### **2. Election Process and Order of Business**

As provided in Section III-A of these By-Laws, the newly constituted Faculty Senate shall elect its officers at a meeting called for the purpose. The order of business in each case shall be as follows:

##### **a. Election Process for each office:**

- i. Call for additional nominations;
- ii. Reduction of the number of nominees to twice the number of positions as described in Section II-E-3, if necessary;
- iii. Presentations, if any, by the nominees;
- iv. Election.

##### **b. Order of Business**

Elections, defined as the series of steps set forth in Section II-E-1 of these By-Laws, shall take place in the following order. No election for a subsequently listed office shall be held until the election to fill the previously listed office is concluded.

- i. Chair
- ii. Vice Chair
- iii. Standing Policy Committee Chairs
- iv. At-large Members of the Executive Committee

### **3. The Number of Candidates**

If the number of candidates nominated for any elected senate office is greater than twice the number of available positions, the Faculty Senate shall reduce the number to twice the number of available positions by selecting, by secret ballot, from among the several nominees, a number equal to twice the number of available positions for a vote in the subsequent election. When making this selection, each representative may vote for twice the number of available positions. In case of ties, the number of nominees shall be increased to include the tied candidates. Each candidate selected shall have received more votes than any candidate not selected.

### **4. Election of Chair and Vice Chair**

The election of the Executive Officers of the Faculty Senate (Chair and Vice Chair) shall be by secret ballot. The candidate for each office who receives more votes than any other candidate for that office shall be elected.

### **5. Election of Chairs of the Standing Policy Committees**

The election of the Chairs of the standing Policy Committees of the Faculty Senate shall be by secret ballot. The candidate for each office who receives more votes than any other candidate for that office shall be elected.

### **6. Election of the At-large Elected Members of the Executive Committee**

The manner of electing the At-large voting members of the Executive Committee shall be as follows:

When the candidates have been nominated and selected, the Senate shall immediately elect, by secret ballot, from among those candidates the At-large elected members of the Executive Committee. Each representative may vote for each of the available At-large positions. Each of the At-large candidates elected shall have received more votes than any candidate not elected. In case of ties, the Senate shall immediately vote by secret ballot to break the tie. Each representative shall have one vote.

### **7. Secret Ballot**

All elections shall be conducted by secret ballot. In the case of a single nominee for an office a Yes-No ballot shall be required.

## **F. Election of Additional Standing Policy Committee Officers**

At its first meeting of the academic year, each standing Policy Committee shall elect, from among its membership, a Vice Chair and any other Committee officers deemed appropriate.

The Vice Chair of a standing Policy Committee shall preside over the routine business of a standing Policy Committee in the absence of the Committee Chair or, should the office of standing Policy Committee Chair become vacant, until the election of a new Committee Chair; under this provision the standing Policy Committee Vice Chair shall not serve as an ex-officio member of the Senate or its Executive Committee.

## G. Vacancies

A vacancy in the voting membership of the Executive Committee shall be filled by nomination and election at the first meeting of the Faculty Senate after the vacancy occurs. The nominee elected shall have received more votes than any candidate not elected.

- 1. Chair of the Faculty Senate:** If the office of Chair of the Faculty Senate becomes vacant, the Vice Chair shall assume the title and functions of the Chair. A new Vice Chair shall be elected at the first meeting of the Faculty Senate after the vacancy occurs. Any serving representative of an electing unit shall be eligible to be elected Vice Chair. If a Chair of a standing Policy Committee, serving simultaneously as a representative of an electing unit, is elected Vice Chair, the Vice Chair of the standing Policy Committee shall preside over the routine business of the standing Policy Committee until a successor can be elected as provided below. If an At-large member of the Executive Committee is elected Vice Chair, an election shall be held then and there to fill the vacated seat of the At-large member of the Executive Committee who has just been elected Vice Chair.
- 2. Vice Chair of the Faculty Senate:** If the office of Vice Chair becomes vacant, the vacancy shall be filled by nomination and election at the first meeting of the Faculty Senate after the vacancy occurs. Any serving representative of an electing unit shall be eligible to be elected Vice Chair. When time does not permit the Faculty Senate to act in this manner, the Executive Committee shall appoint an interim Vice Chair from among the representatives of the electing units to serve until the Faculty Senate has the opportunity to act.
- 3. Standing Policy Committee Chairs:** If the office of Chair of a standing Policy Committee with membership on the Executive Committee becomes vacant, the Vice Chair of the Committee shall preside over the routine business of the standing Policy Committee until the Faculty Senate shall elect a successor as provided in Sections II-D. 4 and E. 5 of these Bylaws. The Vice Chair, acting under this provision, shall not serve as an ex-officio member of the Executive Committee.
- 4. At Large Members of the Executive Committee:** If a seat of an at large member of the Executive Committee becomes vacant, the seat would be filled by nomination and election at the first meeting of the Faculty Senate after the vacancy occurs.
- 5. Multiple Vacancies:** If several vacancies occur at once in the voting membership of the Executive Committee, the Faculty Senate shall fill those vacancies by nomination and election at the first meeting to be convened after the vacancies occur. Vacancies shall be filled in the following order: Chair of the Faculty Senate, Vice Chair, the At-large members of the Executive Committee. Vacancies among Chairs of the standing Policy Committees shall be filled as described in the preceding paragraph of this section.

## Article III. MEETINGS OF THE FACULTY SENATE

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### A. The Meetings to Elect Officers

Each year following the election of representatives during the spring semester, the Faculty Senate constituted by that election shall hold two meetings to nominate and elect its officers as provided in Section II-D of these Bylaws. At least two weeks shall elapse between the two meetings.

### B. Business Meetings

1. The Faculty Senate shall hold a meeting at least once every month during the academic year. Ordinarily, the Senate will not meet during the first week of classes. The Senate may hold additional meetings from time to time at the call of the Chair of the Faculty Senate, on motion of the Faculty Senate, or at the request of the President via the Chair of the Faculty Senate. The Chair of the Faculty Senate shall not refuse or fail to give effect to the President's request for a meeting of the Faculty Senate.
2. Items shall be placed on an agenda at the request of the President of the University, or the Chair of the Faculty Senate, or the Executive Committee of the Faculty Senate, or the Faculty Senate itself.
3. The Faculty Senate shall adopt and publish in the Standing Rules of the Faculty Senate, its own rules of procedure for the conduct of its meetings. Such procedures may include distinguishing between agenda items that are ready either for action or for discussion only, with action to be taken at a subsequent meeting.
4. Votes in the Faculty Senate may be taken by voice, show of hands, by secret ballot, or by roll call. The procedures for voting are provided in the Standing Rules of the Faculty Senate.
5. Every business meeting of the Faculty Senate shall be open. Individuals who are not members of the Faculty Senate may participate in the discussion at the discretion of the Chair.
6. Quorum
  - a. A quorum shall consist of a majority of the total number of elected voting representatives or their alternates. For purposes of constituting a quorum, the Chair shall be considered a voting member unless the Chair's alternate is present and included in the count.
  - b. However, continuing absent members of the Senate shall not be counted as "voting representatives" for purposes of calculating the number of representatives who must be present to constitute a quorum. "Continuing absence" is herein defined as absence from two successive Faculty Senate meetings by both an electing unit voting representative and her or his alternate. The designation of a member as continuously absent shall be applied at the beginning of the third meeting at which the previously absent member does not appear to answer the initial call of the roll. It shall be removed upon the next appearance of the electing unit's representative or alternate in the Senate.
  - c. Notwithstanding the provisions of 6-b above, a quorum shall in all cases consist of no less than 40% of the total number of elected voting representatives.



## Article IV. COMMITTEES OF THE FACULTY SENATE

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Committees of the Faculty Senate shall be the Executive Committee, the Committee on Committees, and such other committees as the Faculty Senate may establish from time to time.

### A. The Executive Committee

#### 1. Membership

The voting members of the Executive Committee shall be the Chair and Vice Chair of the Faculty Senate, the Chairs of certain Policy Committees as specified in the committee's charge, and additional At-large members of the Executive Committee elected by and from the voting members of the Faculty Senate to maintain the voting membership at eleven (11). No fewer than four (4) voting members shall be At-large members elected by and from the voting members of the Senate.

The ex officio, non-voting members shall be the immediate past Chair of the Faculty Senate provided his/her term has expired at the end of the preceding academic year; one Statewide Academic Senator, selected by the delegation of Statewide Senators; the President of the Student body, or his/her representative; the Academic Vice President; and the President of the University or his/her representative. The Chair of the Faculty Senate shall be the Chair of the Executive Committee.

#### 2. Responsibilities

The responsibilities of the Executive Committee shall include the following:

##### a. Ordering the Senate Agenda

The Executive Committee shall meet at least one week prior to each Faculty Senate meeting to order and approve the agenda. It shall order the agenda so as to provide the Faculty Senate an opportunity to discuss and decide important issues in the time allotted for Senate meetings. It shall attempt to prepare an agenda that the Senate can clear in one of its meetings.

When appropriate the Executive Committee shall:

1. Establish the priority of first and second reading items on the agenda. Procedures for setting an agenda for a Faculty Senate meeting shall be specified in the Standing Rules of the Faculty Senate.
2. Identify information pertinent to the Senate's consideration of agenda items and attach it to the agenda distributed to representatives.
3. Identify proponents and opponents of specific agenda items and allocate time for their presentations.

The Executive Committee may also:

1. Recommend that the Faculty Senate take specific action on an item.
2. Recommend clarifying language or amendments or both to items to be placed before the Faculty Senate for action.
3. Refer an item to a Faculty Senate Committee or other agency.

#### **b. Receiving Reports**

The Executive Committee shall receive reports and recommendations from Faculty Senate committees. It may place such reports and recommendations on the Faculty Senate agenda either as items for action or items for information.

When appropriate, the Executive Committee may:

1. Recommend clarifying language or amendments to the recommendations of Faculty Senate committees or both.
2. Endorse the recommendation of a Faculty Senate committee for Faculty Senate action.
3. Refer the reports and recommendations of Faculty Senate committees to other Faculty Senate committee(s) or other agencies.

#### **c. Planning**

The Executive Committee shall meet prior to the beginning of each academic year for the purpose of:

1. Reviewing the actions taken in the previous year and identifying items carried over from it that require discussion and action in the coming year.
2. Identifying the critical issues to be discussed and acted on by both the Faculty Senate and its standing Policy Committees in the coming year.
3. Setting tentative agendas for the Faculty Senate and its standing Policy Committees.
4. Planning the program for the annual Faculty Senate Retreat.
5. Planning and implementing an orientation program for new members of the Faculty Senate.

#### **d. Reporting to the Faculty Senate**

1. The Executive Committee shall provide the Faculty Senate with a list current to the moment of items being considered by the Faculty Senate's standing Policy Committees, a brief description of the reports and recommendations or policies to be produced by each Committee, and an estimate of the date by which each Committee may be expected to act on each of these items.
2. The Executive Committee shall provide the Faculty Senate with a current listing of the Senate's recommendations to the President of the University and the action taken by the President of the University on each of these recommendations.

### **3. Meetings**

The Executive Committee shall normally meet in open or public session. It may meet in a session closed to the public to discuss and act on personnel matters not subject to public disclosure. The motion to close its meeting to the public shall be in order during an open meeting of the Committee. The Committee shall return to open session immediately upon disposing of the agenda item or items taken up in closed session. In no case of a current employee or staff member of the

Senate shall the Committee close its session to the party or parties or their representatives whose status or conduct may be the subject of discussion in closed session.

a. Regular Meetings

The Chair of the Faculty Senate shall call a regular meeting of the Executive Committee at least one week prior to each scheduled meeting of the Faculty Senate to order the agenda for that meeting. Other meetings of the Executive Committee may be called as necessary.

b. Executive Sessions

1. The Executive Committee may hold executive sessions to discuss and act upon personnel matters relating to the staff of the Faculty Senate.
2. Under circumstances that permit no delay, the Executive Committee may constitute itself as, or become part of, a search committee for the purposes of filling, on an interim basis, a vacancy in the University administration. Such an action by the Executive Committee shall be initiated at the request of the President.
3. The President may consult with the Executive Committee in executive session about personnel matters related to the central administrative staff.
4. The subject of any executive session of the Executive Committee shall be reported in the minutes of the Executive Committee.

c. Quorum

For all meetings of the Executive Committee, a majority of the voting members of the Executive Committee shall constitute a quorum.

#### 4. Powers

The Executive Committee shall have power to:

- a. Take action on behalf of the Faculty Senate when time does not permit the Faculty Senate to act. Such actions shall be reported to the Faculty Senate on the Faculty Senate agenda at the first meeting of the Faculty Senate after the Executive Committee has acted.
- b. Advise the President about the interpretation of University policy. The Executive Committee shall report the substance of its advice to the Faculty Senate on a Faculty Senate agenda at the first meeting of the Faculty Senate after the Executive Committee has acted.
- c. Propose clarifying statements of University policy to the Faculty Senate.
- d. Create ad hoc committees as necessary.
- e. Nominate faculty for consideration by the Faculty Senate to fill vacancies that occur in the membership of Faculty Senate committees after the Committee on Committees has made its nominations for the year.
- f. Nominate faculty for consideration by the Faculty Senate for recommendation to the President for appointment to institutional task forces, advisory committees, committees performing judicial functions, and auxiliary organizations.

## **B. Committee on Committees**

### **1. Membership**

The Committee on Committees shall be composed of the Chair and Vice Chair of the Faculty Senate, the other nine (9) members of the Executive Committee, the senior representative to the Faculty Senate from the Library electing unit, the senior representative to the Faculty Senate from the Student Services electing unit, and one representative from an electing unit within each college elected by the incumbent Faculty Senate.

### **2. Nomination and Election of College Representatives**

At the beginning of the spring semester, the Faculty Senate shall nominate and elect by secret ballot the representative of each of the seven (7) colleges to the Committee on Committees. Nominations shall be made from the floor; nomination of oneself shall be permitted. No one who is not then a representative of an electing unit from within one of the colleges shall be eligible to be nominated to be the representative of that college. Every representative may vote for one nominee from every college. If none of the candidates from a college receives a majority of the votes cast, the Faculty Senate shall immediately decide by secret ballot which of the two candidates who have received the most votes shall become the college's representative. As between the two candidates, the candidate who receives the most votes shall be elected.

### **3. Meetings**

Each spring, the Chair of the Faculty Senate shall convene an initial meeting of the Committee on Committees to review vacancies and volunteers for these positions. At a subsequent meeting, the Committee on Committees shall nominate to the Senate, candidates to be appointed members of the standing Policy Committees of the Senate to serve during the following academic year.

### **4. Charge**

Having considered the results of an annual survey of the faculty members' interest in serving on any one or more of appointed standing Policy Committees, the Committee on Committees shall make a recommendation to the Faculty Senate specifying who the members of the Faculty Senate's standing Policy Committees shall be during the following academic year. Between the annual deliberations of the Committee on Committees, the Executive Committee shall nominate candidates to fill the vacancies that occur in the membership of the standing Policy Committees.

## **C. Other Committees of the Faculty Senate**

The Faculty Senate may create standing and ad hoc committees as it deems necessary. Every committee created by the Faculty Senate shall be a committee of the Faculty Senate and shall report to the Faculty Senate by way of the Executive Committee. Faculty Senate committees shall recommend policy and the interpretation of policy to the Faculty Senate by way of the Executive Committee, and perform such administrative functions as are identified in their charge.

## **D. Committee Vacancies**

If a member of a standing Policy Committee or subcommittee is absent from three or more meetings in a semester without prior notification to the Chair, the Chair may request that the Executive Committee declare the seat vacant. After notifying the absent committee member of the Executive Committee's contemplated action and giving the member a chance to respond, the Executive Committee may declare the seat vacant. If a seat is declared vacant, the Senate Executive Committee shall replace that person using the previous years' Committee Preference Poll as a guide.

## **Article V. ELECTION OF REPRESENTATIVES TO THE CSU ACADEMIC SENATE**

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### **A. Membership**

CSU Academic Senate representatives from CSU, Sacramento shall be elected by the faculty. The number of CSU Academic Senate representatives from CSU, Sacramento shall be determined by the apportionment procedure described in The Constitution of the Academic Senate, The California State University, Article II, Section 1-a. Each year in which such an election is held, the election results shall be certified to a designated officer of the CSU Academic Senate by the Chair of the local Senate on or before May 15. Representatives elected shall take office on or before June 15.

### **B. Terms of Office**

Senators shall serve a term of three (3) years, to be established on a staggered basis so that no more than one representative shall be elected in an academic year. Senators shall be eligible for reelection.

### **C. Nomination and Election of Senators and Appointment of Alternate**

1. The nomination and election of every Senator to the CSU Academic Senate shall be by and from those members of the faculty who are members of an electing unit as defined by the Constitution (Article II, Section 5.B.1 and 2) and are eligible to vote for the representative of an electing unit, as defined by the Constitution (Article I, Section 6). To become a candidate, an eligible member of the faculty shall submit to the Chair of the Faculty Senate a nominating petition signed by ten (10) members of the faculty eligible to elect a representative to the CSU Senate. If three (3) or more members of the faculty become candidates, an election shall be held to choose no more than two of them to contest the office subsequently. If one of the three (3) or more candidates receives a majority of the votes cast in the election to choose two candidates that person shall be declared elected without further contest. If no candidate receives a majority of the votes cast, the two candidates who receive the most votes shall contest the office in a second election. The candidate receiving the most votes in the second election shall be elected Senator to the CSU Academic Senate.
2. The alternate Senator to the CSU Academic Senate shall be the Chair of the Faculty Senate of CSU Sacramento. If the Chair cannot serve, the Executive Committee shall designate an alternate.
3. If an incumbent shall vacate the office of representative to the CSU Academic Senate before his/her term expires, a successor shall be elected as provided in Article V, Section C-1 of these Bylaws.

## **Article VI. PARLIAMENTARY AUTHORITY**

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Robert's Rules of Order shall govern the Faculty Senate in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Faculty Senate may adopt.

## **Article VII. AMENDMENT OF BYLAWS**

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(See Article IV, Section 3 of the Constitution of the Faculty Senate of California State University, Sacramento).

## **Adoption of Bylaws**

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FS 99-30B, adopted April 22, 1999  
FS 03-23, adopted May 15, 2003  
FS 08-59, adopted November 20, 2008  
FS 10-82 & 10-84, adopted October 21, 2010  
FS 10-96, adopted November 18, 2010  
FS 11-07, adopted February 17, 2011  
FS 11-42, adopted May 5, 2011  
FS 11-12-82, FS 11/12-84 through FS 11-12/86, adopted March 1, 2012  
FS 16/17-28, adopted September 22, 2016

*Updated: 9/29/16*

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*Faculty Senate, California State University, Sacramento*

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## Standing Rules of the Faculty Senate

*Adopted: September 5, 2019*

### Article I. FACULTY SENATE OF CALIFORNIA STATE UNIVERSITY, SACRAMENTO

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The Faculty Senate shall have power to formulate, review, revise, adopt and recommend policy and procedures to the President of the California State University, Sacramento. Its power shall extend to any academic matter delegated to the President by law and by the Trustees and Chancellor of the California State University. The extent of this power shall include but not be limited to academic, personnel, and fiscal policies. All policies adopted by the President that have not been initiated by the Faculty Senate or have not been the subject of formal consultation with the Faculty Senate shall be reported to the Faculty Senate for its information. [Constitution of the Faculty of California State University, Sacramento, Article II, Section 2.]

### Article II. FACULTY SENATE COMMITTEES

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The following general guidelines govern the membership and operating procedures for all standing committees with variations noted in individual charges.

#### A. Attendance Policy for Faculty Senate Committee Appointees

1. Faculty appointed to committees are expected to serve and participate. Those unable or unwilling to partake in committee work shall inform the Faculty Senate Chair.
2. If a committee is concerned about non-participation of a member:
  - a. The Chair of the committee shall seek a satisfactory solution with the individual.
  - b. If there is no resolution, the committee shall direct the committee Chair to refer the matter to the Executive Committee in accordance with the Bylaws (Article IV, Section D).
  - c. Other committees, task forces, etc., concerned about non participation of appointed faculty representatives may communicate with the Executive Committee via the Faculty Senate Office.

#### B. Meetings

1. Meetings of all Faculty Senate Committees will ordinarily take place as scheduled. If it becomes necessary to cancel or reschedule a meeting, it is the responsibility of the Committee Chair or acting Chair to notify the Senate Office and committee members at least three working days prior to the scheduled meeting date.

### C. General Statements

1. Faculty participation in university wide policy formulation is provided by the Faculty Senate and its committees, and through Faculty Senate-recommended representation on University committees.
2. All committees established by the Faculty Senate are committees of the Faculty Senate and report to the Senate through its Executive Committee.
3. Senate committees shall act for the faculty of the University in planning and recommending University policy to the Executive Committee of the Faculty Senate.
4. Students, appointed by the Associated Students, Inc., are non-voting members of Faculty Senate committees.
5. The interpretation of University policy is the responsibility of the President. If a policy is unclear, the President shall, if time permits, consult with the Executive Committee of the Faculty Senate on the interpretation of the policy, and inform the Executive Committee of interpretations made when time has not permitted the consultation.
6. Faculty Senate committees recommend policies and interpretation of policies to the Executive Committee and/or the President. The Executive Committee is responsible for proposing clarifying language for University policies to the Faculty Senate.

### D. Elected Committees

1. **Executive Committee:** The membership and responsibilities of the Executive Committee are identified in Bylaws of the Faculty Senate, Article IV, Section A.
2. **Judicial Review Board:** The membership and responsibilities of the Judicial Review Board are identified in Constitution of the Faculty of California State University, Sacramento, Article III, Sections 1–5.

### E. Standing Policy Committees

The Chairs of the following Standing Policy Committees serve as voting members of the Executive Committee (Bylaws: Article IV. Section A. 1).

Academic Policies Committee  
Curriculum Policies Committee  
Faculty Policies Committee  
General Education/Graduation Requirements Committee  
Graduate Studies Policies Committee

#### 1. Standing Policy Committees Membership

- a. **Voting members shall include:** Eleven faculty members appointed by the Faculty Senate. No more than two members may be from a single college and no two members may be from the same department/unit. Every effort shall be made to encourage membership from each college.
  - i. Ten college-based faculty members; and
  - ii. One faculty member from the Library or Student Services Professionals Academically Related units.

**b. Non-Voting Members shall include:**

- i. Faculty Senate Chair
- ii. One staff member appointed by the University Staff Assembly
- iii. One undergraduate student appointed by ASI;
- iv. One graduate student appointed by ASI;
- v. Ex-officio members of the administration as determined by the Executive Committee and the President.

Administrative positions are appointed by the President or designee. Additional Ex-Officio membership may be recommended by the committee, the Executive Committee, or the President.

**c. Term**

- i. The term of appointment for faculty representatives shall be for three years, with the approximately one-third of the faculty members are appointed each year.
- ii. The term of the non-voting /ex-officio members will be one-year except for the University Staff Assembly representative who will serve a two year term.

**2. Procedures for Selection**

- a. The selection of committee members shall take place each spring semester.
- b. The Faculty Senate Office shall conduct an annual Preference Poll to determine each faculty member's preference for service on Senate Standing Policy Committees.
- c. The Committee on Committees shall recommend committee members to the Faculty Senate for approval; the names of recommendations shall normally be drawn from the Annual Faculty Senate Preference Poll.
- d. Insofar as possible, the nominees shall be sought to maintain a diverse mix of members as well as a departmental (college) balance.
- e. The selection of replacement members to fill unexpired terms is made by Executive Committee recommendation with approval of the Senate.

**3. Terms of Appointment**

- a. Faculty Senate committee members, appointed by the Faculty Senate, ordinarily serve a three year term. When specifically designated as a member of the Faculty Senate, the term coincides with the Senate term. If a committee member goes on leave, or is other wise unable to attend committee meetings for a specified period of time, a substitute shall be appointed to the committee for the duration of the absence.
- b. Efforts shall be made to try to ensure, as far as possible, that approximately one third of the members are appointed each year.
- c. Student members serve for one year terms, appointed by the Associated Students, Inc.
- d. Staff members serve for two year terms, appointed by the University Staff Assembly.

#### **4. Nomination and Election of Chair (FS 11/12–100)**

- a. Standing Policy Committee Chairs shall be elected annually by the Faculty Senate each spring, shall preside over his/her committee, and shall serve on the Executive Committee of the Faculty Senate as a voting ex-officio member. The Chair shall also serve as an ex-officio non-voting member of the Faculty Senate, unless concurrently serving as the elected representative of his or her department/unit.
- b. The term of office of a Standing Policy Committee Chair shall be one year. The term shall begin at noon on the last day of the academic year in which he/she is elected Chair of the Standing Policy Committee and shall end at noon on the last day of the academic year of the following year.
- c. A faculty member shall be eligible to serve up to three consecutive terms as Chair of the same Policy Committee, after an interval of one year following the end of the third consecutive term, the faculty member shall again be eligible for election to the Chair of this Policy Committee.
- d. Nomination and Election of Chair
  - i. Nominations of candidates for Chair of each standing Policy Committee may be made by a Senator from the floor; by the current membership of the Standing Policy Committee; or by a petition signed by ten (10) or more full time faculty members and filed with the Faculty Senate office before the 1st organizational meeting of the new Faculty Senate.
  - ii. The candidates for Chair of each standing Policy Committee shall submit a one-page description of qualifications and intentions to the Faculty Senate office for inclusion with the agenda for the 2nd organizational meeting.
  - iii. The election of the Chairs of the standing Policy Committees of the Faculty Senate shall be by secret ballot. The candidate for each office who receives more votes than any other candidate for that office shall be elected.

#### **5. Role and Responsibilities of Chairs of Standing Policy Committees**

- a. Set committee priorities;
- b. Convene committee members;
- c. Facilitate/frame committee discussions;
- d. Initiate and prepare all committee correspondence;
- e. Delegate tasks to committee members as appropriate;
- f. Prepare working drafts/proposals for discussion by the committee;
- g. Write final policy recommendations;
- h. Write final reports of committee;
- i. Prepare agendas and minutes for distribution 72 hours (3 business days) in advance of meeting;

- j. Identify and convene all members of ad hoc/subcommittees/task forces created within the committee;
- k. Provide specific directions to all ad hoc/subcommittees and task forces;
- l. Generally, be responsible for facilitating the achievement of the goals and objectives of the committee (as specified for the academic year);
- m. Serve as ex officio, non voting member of the Faculty Senate, regularly attend Senate meetings, and regularly inform Executive Committee as to the Committee's work/policy issues; and
- n. Coordinate committee business with Senate Office staff.

## **F. Other Faculty Senate Committees**

*See individual committee Standing Rules for information on the officers, operations, committee meetings, and committee liaisons.*

Academic Information Technology Committee  
 Center for Teaching and Learning Advisory Board  
 Committee on Committees  
 Committee on Diversity and Equity  
 Elections Committee  
 Judicial Review Board  
 University Appointment, Retention, Tenure and Promotion Committee

## **G. Faculty Senate Subcommittees**

*See individual committee Standing Rules for information on the officers, operations, and committee meetings.*

1. With the approval of the Executive Committee and the Faculty Senate, each committee may establish subcommittees as required. Criteria for determining the structure, charge, and subcommittee membership shall be identified as part of the establishment of the sub committee.
2. As required, in consultation with the Executive Committee, each committee may establish its own ad hoc committees.
3. Faculty members ordinarily serve for two years, with the possibility of reappointment. Where possible, appointments should be such that approximately one-third to one half of the members are appointed each year.

**The Subcommittees of the Faculty Senate Standing Policy Committees are as follows.**

**Academic Policies Committee**

- a. Academic Standards Subcommittee
- b. Faculty Endowment for Student Scholarships Committee
- c. Readmission Subcommittee

**Curriculum Policies Committee**

- a. Academic Program Review Oversight Subcommittee
- b. Council on Preparation of School Personnel Subcommittee
- c. Curriculum Subcommittee

**Faculty Policies Committee**

- a. Exceptional Assigned Time Subcommittee
- b. Livingston Annual Faculty Lecture Committee
- c. Pedagogy Enhancement Awards Subcommittee
- d. Research and Creative Activity Awards Subcommittee
- e. Visiting Scholars Subcommittee

**General Education Policies/Graduation Requirements Committee**

- a. General Education Course Review Subcommittee
- b. Writing and Reading Subcommittee

**H. Faculty Senate Office Technical and Research Assistance**

1. The Faculty Senate Office staff shall provide technical assistance to the Faculty Senate and its committees including assistance with set-up of recording device as negotiated with committee Chairs, provision of copies with sufficient notification (typically 24 hours), and website updating to post minutes and agendas.
2. The Faculty Senate Office coordinates electronic balloting with the Vice Chair, the Elections Committee and ATCS.
3. The Faculty Senate Office administers the annual Preference Poll and keeps track of committee vacancies and representative elections by departments, notifying parties as necessary.
4. The Faculty Senate Office coordinates the Livingston Annual Faculty Lecture, the Outstanding Faculty Awards, and the Faculty Endowment for Student Scholarships.



## **I. Channels of Communication**

1. All standing Policy Committee Chairs shall inform the Chair of the Faculty Senate and the Senate Analyst of the establishment and personnel of subcommittees and ad hoc committees. Each standing Committee Chair is responsible for informing the Senate Analyst of meeting schedules or changes in committee membership.
2. The Senate Analyst shall post to the Faculty Senate on-line calendar meetings of the Faculty Senate, Executive Committee, and Standing Policy Committees meetings, indicating the dates and places. Other Senate Committee meetings will be posted as needed.
3. Recommendations (or the inability to reach a recommendation) of subcommittees shall be sent to the parent committees.
4. Recommendations of Standing Policy Committees, and all other Senate Committees shall be sent to the Executive Committee for action.
5. In accordance with Article IV Section A.2.b of Bylaws of the Faculty Senate, the Executive Committee shall determine the appropriate disposition of committee recommendations.
6. Committee Chairs shall provide the Senate Analyst with agendas and minutes of each meeting of the committee at least 72 hours (3 business days) prior to the meeting for posting to the Committee's webpage.
7. Committee Chairs shall submit an annual report of committee activities.

## Article III. CONDUCT OF FACULTY SENATE BUSINESS

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### A. Senate Meeting Agenda

1. The Chair of the Faculty Senate, in consultation with the Executive Committee, is responsible for planning and preparing the agenda for Faculty Senate meetings.
2. The agenda normally shall be provided to representatives at least 72 hours (3 business days) before a Faculty Senate meeting, along with supportive materials necessary to inform representatives about agenda items.
3. The headings on the agenda shall be:
  - Call to Order
  - Roll
  - Moment of Silence: Time shall be taken at the beginning of each Senate meeting to honor members of the campus community that have passed on since the last Senate meeting.
  - Open Forum: At the beginning of each Senate meeting there shall be a ten-minute period set aside as an Open Forum. The Open Forum is a time when any member of the campus community can address the Senate on any issue.

Persons wishing to utilize the Open Forum are encouraged to notify the Senate Chair of such intent at least 24 hours prior to the Senate meeting, indicating the topic to be addressed.

Presentations at the Open Forum shall be limited to no more than 3 minutes.

Issues raised during the Open Forum may be placed on the agenda as First Reading items at the time the agenda is approved.

**a. Information:** Information items are intended to keep representatives informed about activities, policies, issues and events that impact the campus community.

- i. **Reports:** Reports should inform the Faculty Senate of issues, action or policies that impact campus life. Ordinarily reports shall be limited to five (5) minutes, with a five (5) minutes question and answer period. Exceptions to this must be agreed upon in advance through consultation with the Senate Chair.

**b. Approval of the Agenda:** The Chair shall ask the body for a motion to approve the agenda, at which time members shall have the opportunity to add items to or reorder the agenda; these actions require a simple majority vote. Once adopted, further changes to the agenda require a 2/3's vote of the body.

**c. Consent Calendar:** Items appearing on the Consent Calendar are expected to be routine and non controversial. The Consent Calendar shall be made up of:

- i. **Consent Action:** Consent items that require Senate approval.
- ii. **Consent Information:** Items that are actions taken by the Executive Committee on behalf of the Faculty Senate as provided for in the By-laws, Article IV, Section C. 4. a.

Any item on the Consent Calendar may be moved to the regular agenda at the request of a representative at the time the agenda is approved. If an item is so moved, it shall be placed on the regular agenda as a First Reading item, at the end of the current list of First Reading items.

A motion to approve the Agenda and a second of the motion, followed by an affirmative vote of the majority of the Senators present shall approve ALL items on the Consent Calendar.

- d. **Regular Agenda:** All formal actions taken by the Faculty Senate shall be in the form of resolutions.

Resolutions shall have a title, a number assigned to the resolution that includes the Faculty Senate year, and a sequence number that identifies the resolution's place in the list of resolutions; (e.g., FS 01–03 indicates that this is the third resolution of the 2001–2002 Faculty Senate, followed by an identification of the origin of the resolution (see below)). This is followed by a descriptive title for the resolution and a statement of the resolution that clearly identifies its purpose. *(Several origins may be used if more than one group provides substantial input in the development of the resolution.)*

APC	Academic Policies Committee
COC	Committee on Committees
CPC	Curriculum Policies Committee
EX	Executive Committee
FLR	Floor of the Faculty Senate
FPC	Faculty Policies Committee
GE/GRPC	General Education/Graduation Requirements Committee
GSPC	Graduate Studies Policies Committee

- i. **Approval of Minutes:** The first order of business under the Regular Agenda is the Approval of the Minutes of previous meetings. Motions to correct and/or amend the minutes are in order (typographical errors can be corrected informally by simply notifying the Senate Office). Minutes are approved by a motion to approve, a second and an affirmative vote of a majority of the Senators present. If minutes for more than one previous meeting are on the agenda, they can be disposed of with a single vote or, if requested by a representative, each set of minutes may be dealt with individually.
- ii. **Second Reading Items:** Second Reading items are resolutions that have previously been presented to the body as First Reading items and are ready to be acted upon. Second Reading items may be amended and are subject to procedural motions.

Debate on Second Reading items shall continue until (1) the speakers list is exhausted, or (2) a motion to end debate is adopted.

- iii. **First Reading Items:** Ordinarily, a resolution is initially presented to the Faculty Senate as a First Reading item. The presentation shall be for the purpose of informing the body of the intent of the resolution and any needs or issues the resolution is intended to address. The presentation shall be the responsibility of the Chair of the originating body or, in the case of a resolution originating from the floor of the Faculty Senate, the maker of the motion and the seconder.

The presentation shall be limited to 10 minutes. The time limit may be extended by a motion to extend, a second and an affirmative vote of a simple majority of the Senators present.

During the First Reading, the resolution is not subject to amending, but procedural motions are in order.

A First Reading item can be promoted to a Second Reading item by a motion to promote to Second Reading, a second, and an affirmative vote of two-thirds of the Senators present.

## **B. Conduct of Faculty Senate Meetings**

The order of events in the conduct of a Faculty Senate meeting ordinarily shall be:

1. Call to Order by the Chair of the Faculty Senate
2. Roll Call of the Senators or Alternates
3. Moment of Silence for campus members who have passed on since the last meeting of the Faculty Senate
4. Open Forum
5. Information Items
6. Call for the Approval of the meeting Agenda with statement of purpose and appropriate actions regarding the Consent Calendar. The agenda may be amended at this time.
7. Call for approval of the Minutes of previous meeting(s)
8. Second Reading Items
9. First Reading Items
10. Scheduled Adjournment (A motion to adjourn is in order at any time.)

## **C. Time Setting, Procedures for Orderly Debate, and Adjournment**

1. **Times Certain:** In preparing the agenda the Executive Committee may set Times Certain for the consideration of specific agenda items. In such cases when the time for a Time Certain is reached, consideration of all current business shall be suspended and the agenda item assigned the Time Certain shall be taken up. Once consideration of the Time Certain item is completed, the Senate shall resume consideration of the item that was placed on hold to accommodate the Time Certain.

2. **Allocation of Time:** Ordinarily, time at meetings of the Faculty Senate shall be allocated as follows:
  - a. **Open Forum:** A maximum of ten minutes shall be allocated to the Open Forum unless the Senate formally acts to extend the time period.
  - b. **First Reading Items:** Ten minutes shall be allocated to the consideration of each First Reading item.
  - c. **Second Reading Items:** Debate on Second Reading items shall continue until (1) the speakers list is exhausted, or (2) a motion to end debate is adopted.
  - d. **Speakers:** Individuals speaking to items on the agenda shall be limited, upon being recognized, to a maximum of three minutes speaking time.

With exception of the two-thirds vote requirement to close debate, time allocations for a given meeting may be modified by a simple majority vote at that meeting.
3. **Speakers Lists:** The Chair shall keep a list of all individuals wishing to speak in regard to specific agenda items. Ordinarily speakers shall be listed in the order in which they were recognized although other methods of ordering the list – for example alternating pro and con speakers, or giving priority to individuals who have not previously spoken on the item – may be employed when deemed appropriate by the Chair.
4. **Debate:** The procedures governing debate shall follow those in Roberts’ Rules of Order in all cases except when they conflict with local rules of the Faculty Senate.
5. **Voting:** Voting on Senate business shall typically take place by means of a voice vote or show of hands. A call for a paper ballot or the use of clickers (or other electronic vote-registering devices) may be made by an individual Senator; its adoption requires approval by a simple majority vote. A roll call vote may be ordered by a vote of one-fifth (20%) of the representatives present and voting.
6. **Adjournment:** The procedures governing adjournment and motions to adjourn shall follow those in Robert’s Rules of Order. If a meeting of the Faculty Senate adjourns while business is pending, such business carries over to the next meeting as unfinished business. If business is pending at the adjournment of the last meeting of the academic year that business is carried over as unfinished business to the Faculty Senate agenda for the next academic year.

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## Adoption of Standing Rules

FS 19/20-08, adopted September 5, 2019  
FS 18/19-11, adopted September 6, 2018  
FS 17/18-12, adopted August 23, 2017  
FS 16/17-29, adopted September 8, 2016  
FS 15/16-11, adopted September 10, 2015  
FS 14/15-18, adopted September 11, 2014  
FS 13/14-13, adopted September 19, 2013

*Updated: September 7, 2018*

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