



SACRAMENTO
STATE

FACULTY SENATE

TABLE OF CONTENTS

Article I. [Faculty Senate of California State University, Sacramento](#)

Article II. [Faculty Senate Committees](#)

A. [Attendance Policy for Faculty Senate Committee Appointees](#)

B. [Meetings](#)

C. [General Statements](#)

D. [Elected Committees](#)

E. [Standing Policy Committees](#)

F. [Other Faculty Senate Committees](#)

G. [Faculty Senate Subcommittees](#)

H. [Faculty Senate Office Technical and Research Assistance](#)

I. [Channels of Communication](#)

Article III. [Conduct of Faculty Senate Business](#)

A. [Senate Meeting Agenda](#)

B. [Conduct of Faculty Senate Meetings](#)

C. [Time Setting, Procedures for Orderly Debate and Adjournment](#)

[Constitution of the Faculty of California State University, Sacramento](#)

[Bylaws of the Faculty of California State University, Sacramento](#)

STANDING RULES OF THE FACULTY SENATE

Article I. Faculty Senate of California State University, Sacramento

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

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 Policies/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 otherwise 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 \(AITC\)](#)
[Center for Teaching and Learning Board \(CTL\)](#)
[Committee on Committees](#)
[Committee on Diversity and Equity \(CODE\)](#)
[Elections Committee](#)
[University Appointment, Retention, Tenure and Promotion Committee \(UARTP\)](#)

G. Faculty Senate Subcommittees

See individual committee Standing Rules for information on the officers, operations, 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 subcommittee.
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](#)
- d. [Student Retention and Graduation Subcommittee](#)

Curriculum Policies Committee

- a. [Academic Program Review Oversight Subcommittee \(APROC\)](#)
- b. [Council on Preparation of School Personnel Subcommittee \(CPSP\)](#)
- c. [Curriculum Subcommittee](#)

Faculty Policies Committee

- a. [Livingston Annual Faculty Lecture Committee](#)
- b. [Lifetime Achievement Award Selection 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](#)

Graduate Studies Policies Committee

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

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 noncontroversial. 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 *Bylaws, 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
CC	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.

Adoption of Standing Rules

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

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