



Academic Senate Meeting – Spring 2024

Thursday, May 9, 2024

Agenda – Session 2

11:00 a.m. – 11:30 a.m.

LOCATION: DEZEMBER LEADERSHIP AND DEVELOPMENT CENTER, ROOM 409-411 AND VIRTUAL

Zoom Link: <https://csub.zoom.us/j/89839397226?pwd=NkxIZ241eC8vK3J5Z2R5ZXJBZDg1dz09>

2024-2025 AY Senators: Chair M. Danforth, Vice-Chair D. Solano, Senator C. Lam, Senator N. Michieka, Senator Tsantsoulas, Senator M. Naser, Senator D. Wu, Senator S. Sarma, Senator L. Kirstein, Senator A. Stokes, Senator Z. Zenko, Senator S. Roberts, Senator K. Holloway (virtual), Senator H. He, Senator A. Grombly, Senator E. Correa, Senator J. Deal, Senator T. Salisbury, Senator A. Rodriguez, Senator J. Cornelison (Staff Representative), Senator E. Pruitt (ASI President), Interim Provost J. Rodriguez, Senator J. Dong (Dean Representative) and Senate Analyst K. Van Grinsven.

A. Call to Order

- a. Picture of the 2024-2025 Senate to be taken outdoors (**Time Certain: 11:00 AM**)

B. Introduction of Members

C. Approval of Academic Senate Meeting Schedule 2024-2025 (**handout**)

D. Election of Standing Committee Chairs (Statements of Interest attached - **handout**)

- a. Academic Affairs Committee
- b. Academic Support and Student Services Committee
- c. Budget and Planning Committee
- d. Faculty Affairs Committee

E. Adjournment

DRAFT

**Academic Senate
California State University, Bakersfield
2024-2025 Academic Year**

| Position | Name | Department | Term Ending |
|-------------------------------|-------------------------|--|--------------------|
| Chair * | Melissa Danforth | Computer & Electrical Engineering and Computer Science | May-26 |
| Vice Chair * | Danielle Solano | Chemistry & Biochemistry | May-26 |
| CSU Senator * | Charles Lam | Mathematics | May-26 |
| CSU Senator * | Nyakundi Michieka | Economics | May-25 |
| A & H | Tiffany Tsantsoulas | Philosophy & Religious Studies | May-25 |
| A & H | Md Abu Naser | Communications | May-26 |
| BPA | Di Wu | Accounting & Finance | May-26 |
| BPA | Sumita Sarma | Management & Marketing | May-25 |
| NSME | Leslie Kirstein | Nursing | May-26 |
| NSME | Amber Stokes | Biology | May-25 |
| SSE | Zachary Zenko | Kinesiology | May-25 |
| SSE | Sarana Roberts | Special Education | May-26 |
| Antelope Valley Rep | Kristine Holloway | Librarian | May-26 |
| At Large | Heidi He | Nursing | May-26 |
| At Large | Amanda Grombly | Librarian | May-26 |
| At Large | Elaine Correa | HD and CAFS | May-25 |
| At Large | John Deal | Economics | May-25 |
| At Large | Tracey Salisbury | Ethnic Studies | May-26 |
| At Large | Vacant | Call to go out Fall 2024 | May-25 |
| Staff Representative | Janine Cornelison | Advising | May-25 |
| ASI | Erin Pruitt | ASI President | May-25 |
| Dean Representative | Jane Dong | Dean of NSME | May-25 |
| Immediate Past Chair** | Aaron Hegde | Economics | May-25 |
| VP Academic Affairs ** | James Rodriguez | Interim Provost and VP Academic Affairs | |
| Administrative Contact** | Katherine Van Grinsven | Academic Senate Analyst | |

* **Executive Committee**

** Ex-Officio, Non-Voting Member

The Academic Senate is a body by which the General Faculty exercises its powers as described in Article III, Section 2 of its Constitution. The Academic Senate shall perform all duties consistent with the formulation, adoption, review and revision of recommendations relating to the policies and operations of the University, within the limits prescribed by the constitutions of the General Faculty and the Academic Senate, the policies of the Board of Trustees, and the laws of the State of California.

Full-time faculty member - Serve two-year terms.

Meet every-other Thursday during semester session. Time 10:00 – 11:30 am.

FALL 2024

August

8/23 General Faculty Meeting

8/27 EC

8/29 Senate

September

9/5 Standing Committees

9/10 EC

9/12 Senate

9/19 Standing Committees

9/24 EC

9/26 Senate

October

10/3 Standing Committees

10/8 EC

10/10 Senate

10/17 Standing Committees

10/22 EC

10/24 Senate

10/31 Standing Committees

November

11/5 EC

11/7 Senate

11/14 Standing Committees

11/19 EC

11/21 Standing Committees

*Thanksgiving Break: 11/27/24 no classes -
11/28-29/24- Holiday, campus closed.*

December

12/3 EC

12/5 Senate

Winter Break: 12/19/2024 - 01/15/2025

General Meeting Information:

Executive Committee (EC)

Tuesdays

meetings: 8

Standing Committees

Thursdays

of meetings: 7

Senate

Thursdays

of meetings: 7

All meeting times: 10:00 - 11:30
AM

Location: Refer to Outlook
calendars

SPRING 2025

January

1/21 EC
1/23 Standing Committees
1/28 EC
1/30 Senate
1/31 Spring GFM- *tentative*

General Meeting Information:

Executive Committee (EC)

Tuesdays

of meetings: 9

February

2/6 Standing Committees
2/11 EC
2/13 Senate
2/20 Standing Committees
2/25 EC
2/27 Senate

Standing Committees

Thursdays

of meetings: 7

Senate

Thursdays

of meetings: 8

March

3/6 Standing Committees
3/11 EC
3/13 Senate
3/20 Standing Committees
3/25 EC
3/27 Senate

All meeting times: 10:00 - 11:30 AM

April

4/3 Standing Committees
4/8 EC
4/10 Senate

Location: Refer to Outlook calendars.

Spring Break: 04/13/25 - 04/20/25.

4/24 Standing Committees
4/29 EC

May

5/1 Senate
5/6 EC
5/8 Senate (Organizational Mtg)
5/13 Summer Senate (*outgoing and incoming EC*)



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

The Academic Senate: How It Works

California State University, Bakersfield

1

Academic Senate of the California State University (ASCSU)

- Provides the official voice of the faculty in matters of system-wide concern
- Provides the means for faculty to participate in collegial forms of governance based on historic academic traditions as recognized by California law
- Promotes academic excellence
- Is the formal policy-recommending body on system-wide academic, professional, and academic personnel matters

Academic Senate CSU Constitution, Article 1, Section 1
<https://www.calstate.edu/csu-system/faculty-staff/academic-senate>



2

Role of the ASCSU

Offers advice on all issues regarding system operations while respecting campus autonomy through:

- Resolutions
- Senate and CSU system-wide committee participation
- Position papers
- Direct communication with the administration

Promotes two-way communication to/from local senates

- Academic Senate Chairs Council
- Intersegmental Committee of the Academic Senates (ICAS) - Represents three systems

3

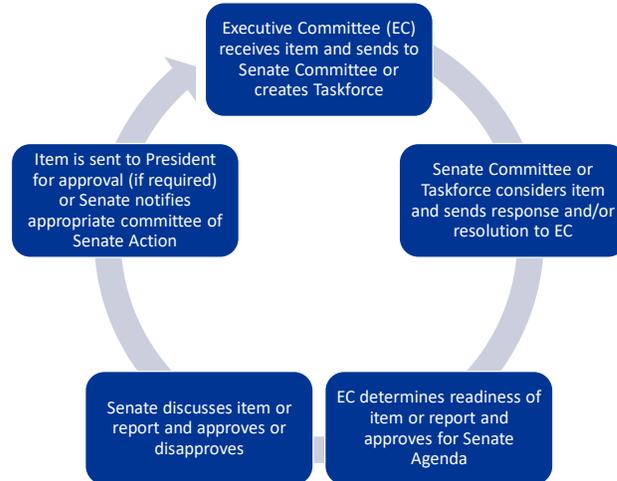
The CSUB Academic Senate

The purposes of this organization shall be:

1. to exercise the rights and authority specifically delegated to the Faculty by the Board of Trustees as well as the Chancellor of the CSU
 - developing policy that governs the awarding of grades and granting of degrees
 - making recommendations to the University President on matters including fiscal policies and budgetary priorities (added June 28, 2018)
2. to serve as the primary consultative body in the University in formulating, evaluating and recommending to the president policies concerning
 - curriculum & instruction
 - appointments, promotion, evaluation & granting of tenure to faculty members
 - academic administrative matters of the institution
3. to serve as the primary body through which members of the faculty may express opinions on matters affecting the welfare of the University

4

How Business Moves Through CSUB Shared Governance



See handout: [Detailed Process Map](#)



5

California State University, Bakersfield

5

Procedures

The regular order of business subject to change by majority vote:

1. Call to Order
2. Approval of Minutes of Previous Meeting
3. Announcements and Information (Guests: limited time/time certain; Floor: brief)
4. Approval of Agenda
5. Report from CSU Academic Senators
6. Provost's Report
7. Committee Reports (Can be suspended or delayed for urgent business)
8. Resolutions
 - a. Consent Agenda (automatically approved with agenda)
 - b. Old Business
 - c. New Business
9. Open Forum Items
10. Adjournment



6

California State University, Bakersfield

6

Robert's Rules: Making a Motion

A motion is a proposal that the entire membership take action or a stand on an issue.

How to make a motion

1. Raise hand, get permission to speak
2. "I move that (BAS) CFO be added as an ex-officio non-voting member to BPC"
3. Wait for your motion to be seconded
4. Chair will restate if seconded
5. Expand your motion
6. Put question to Membership
7. Vote on motion

See handout: [Introduction to Robert's Rules of Order](#)



7

California State University, Bakersfield

7

Resolution Process

Two reading rule

- Allows Senators time to reflect and consult on the issues
- Can be waived under certain circumstances

Facilitating rules move discussion within democratic process

- Reading materials before the Senate meeting
- Request to be added to the speaker list (Vice Chair maintains)
- Speaking only twice on an issue and not repeating comments
- Comments must concisely address the merits of the motion on the floor



8

California State University, Bakersfield

8

Standing Committee Rules

- Standing Committee Chairs shall be elected by the Academic Senate from its membership at the Organizational Senate meeting at the end of Spring semester
- The Summer Senate shall appoint members of each Standing Committee, subject to ratification at the first regular Senate meeting of the Fall semester
- Topics for policy recommendations come to a Standing Committee only on Referral from the Academic Senate Executive Committee or the Senate Chair
- Notice of Referral shall be included in the Academic Senate Log, which shall be attached to the next Senate Agenda



Standing Committee Rules (Continued)

- Each Standing Committee Chair may appoint subcommittees without membership restrictions
- All Standing Committee meetings shall be open
 - Committees may, by simple majority vote, go into closed session to consider confidential matters, such as but not limited to appointments, recommendations concerning naming of facilities, or similar items
 - Regular business of each committee shall be in open session
- The presence of a majority of voting committee members constitutes quorum
- Standing Committee Chairs shall provide progress reports on the work of their committees at the regular meeting of the Academic Senate



Academic Affairs Committee Membership

Voting members

- Seven faculty members (one from each school and three at-large)
- One student appointed by ASI

Ex officio & non-voting members

- AVP for Academic Affairs & Dean of Academic Programs
- Director of Academic Operations
- GE Director



11

California State University, Bakersfield

11

Academic Affairs Committee Functions

The Academic Affairs Committee functions shall be to review and report to the Academic Senate its recommendations regarding:

- All new academic policies, procedures, programs, and curricula having inter-school or all-university impact
- Proposed changes to the University Catalog that have inter-school or all-university impact
- The Academic Plan
- Proposed changes in the implementation of the General Education Program

In addition, the Academic Affairs Committee shall serve as the University Curriculum Committee for interschool programs that have required courses for majors and/or minors (i.e., not electives) in more than one school



12

California State University, Bakersfield

12

Academic Support & Student Services Membership

Voting members

- Seven faculty members (one from each school, one librarian, and two at-large)
- One Student Services Professional
- One Staff member
- One Student - ASI Vice President (or designee)

Ex officio & non-voting members

- Associate Dean Undergraduate & Graduate Studies
- Vice President for Student Affairs (or designee)
- Executive Director of Associated Student, Inc. (ASI)
- AVP for Enrollment Management (or designee)
- Dean of Libraries (or designee)



13

California State University, Bakersfield

13

Academic Support & Student Services Functions

The Academic Support and Student Services Committee functions shall be to make policy recommendations to the Academic Senate concerning:

- the library
- media services
- student services
- international students
- the cafeteria
- the bookstore
- the computer center
- the campus police

The committee shall monitor the University's academic support and student services programs and make recommendations to the appropriate administrator



14

California State University, Bakersfield

14

Budget & Planning Committee Membership

Voting members

- Seven faculty members (one from each school, one librarian, and two at-large)
- One Staff member
- AVP for Student Affairs
- One Student - ASI President (or designee)

Ex officio & non-voting members

- Academic Senate Chair
- Provost & Vice President of Academic Affairs
- Chief Financial Officer (AVP for BAS)



15

California State University, Bakersfield

15

Budget & Planning Committee Functions

The functions of the Budget and Planning Committee shall be to make recommendations to the Academic Senate on all policies and procedures related to:

- Setting institutional priorities
- Allocating and utilizing University resources
- Jointly with the Academic Affairs Committee
- Approve the Academic Plan
- Review new academic programs
- Review existing programs
- Respond to the needs of the University's service region

The committee shall monitor the University's planning processes and coordinate revisions to the Mission and Goals Statement.



16

California State University, Bakersfield

16

Faculty Affairs Committee Membership

Voting members

- Seven faculty members (one from each school, one librarian, and two at-large)

Ex officio & non-voting members

- AVP for Faculty Affairs
- CFA Representative (CFA President, Vice-President, or Faculty Rights Chair as determined by the CFA President)



17

California State University, Bakersfield

17

Faculty Affairs Committee Functions

The functions of the Faculty Affairs Committee shall be to:

- Make recommendations to the Academic Senate on all policies and procedures concerning appointment, promotion, tenure, retention, evaluation, and other closely related matters
- Review and propose revisions to all sections of the Handbook
- Review and prepare recommendations concerning policies on faculty development, such as the University Research Council



18

California State University, Bakersfield

18



CALIFORNIA STATE UNIVERSITY
BAKERSFIELD

Guiding Principles

California State University, Bakersfield is actively committed to academic and personal exploration through open and respectful discourse.

As Runners We...

- Celebrate academic excellence
- Value integrity & self-reflection
- Embrace individual differences
- Collaborate to build community
- Engage in sustainable practices
- Strive to be local and global citizens
- Welcome new ideas
- Pursue life-long learning

In order to honor our shared purpose, we dedicate ourselves to these guiding principles.

19

19

Great conversations are based on:

Mutual Respect – recognizing that everyone has valuable and important contributions to make and are valued for what they bring to the conversation.

Trust – having the ability to rely on each other because a safe environment exists in which dialogue can be shared freely without judgment or negative consequences.

Responsibility – recognizing the duty to uphold mutual respect, building trust, making contributions, and listening to colleagues.

Contribution – sharing your thoughts, experiences, and knowledge with others to enhance the conversation by providing various points of view, exploring many options, and highlighting potential solutions.

Listening – paying attention to the person speaking, giving everyone the opportunity to speak, and seeking clarity by asking questions to gain understanding.

Source: adapted from *iExcellencia in Education!*



20

California State University, Bakersfield

20



**Thank you for your willingness to
dedicate your time and effort to
support shared governance.**

Your voices and concerns are important to the
university community, as are those of the
persons you represent.

**CALIFORNIA STATE UNIVERSITY, BAKERSFIELD
ACADEMIC SENATE BYLAWS**

Sections

- I. Governance of Meetings
- II. Meeting Times and Dates
- III. Order of Business for Meetings
- IV. Standing Committees
- V. Amendments

**APPROVED BY THE ACADEMIC SENATE
AS AMENDED May 2023
AMENDED VERSION APPROVED BY PRESIDENT
May 2023**

SECTION I: GOVERNANCE OF ACADEMIC SENATE MEETINGS

- A. Robert's Rules of Order, Latest Edition, shall govern the conduct of the meetings of the Academic Senate except insofar as the Bylaws may make express provision to the contrary.
- B. The Senate Chair may appoint an Academic Senate Parliamentarian.
- C. Normally, all members shall attend all scheduled meetings of the Academic Senate. The presence of a majority of the voting members of the Academic Senate shall constitute a quorum.
- D. By the second meeting of the academic year, each member shall designate an alternate who may substitute for that member when the member must be absent. A member may be represented by an alternate at no more than five meetings. Proxies are not permitted. A member who does not attend or have an alternate attend, without excuse or notification, three consecutive meetings of the Academic Senate will be replaced by an election conducted by the appropriate constituency.
- E. All meetings of the Academic Senate shall be open with the provision that the Senate may, by a two-thirds vote, go into closed session to consider matters which are required to be held confidential (such as appointments, recommendations concerning the naming of campus facilities, or other similar items) or to maintain order.

SECTION II: ACADEMIC SENATE MEETING TIMES AND DATES

- A. Regular meeting dates and times for the next academic year shall be fixed by a majority vote at the organizational meeting of the new Academic Senate in the Spring.
- B. The Academic Senate, by concurrence of a simple majority vote, may fix a different time for a regular meeting or call a special meeting.
- C. The Chair of the Academic Senate may, with the concurrence of a majority of the members of the Executive Committee, call a special meeting.

SECTION III: ORDER OF BUSINESS FOR ACADEMIC SENATE MEETINGS

- A. The regular order of business for Senate meetings shall be as follows, subject to change by a simple majority vote:
 - 1. Call to Order
 - 2. Approval of Minutes of Previous Meeting
 - 3. Announcements and Information
 - 4. Approval of Agenda

5. Statewide Academic Senators' Report
 6. Provost's Report
 7. Committee Reports and Requests
 8. Resolutions
 - a. Old Business
 - b. New Business
 9. Open Forum Items
 10. Comments from the Floor
 11. Adjournment
- B. Fifteen minutes prior to the stated time of adjournment of each regular meeting, the Chair shall ask whether any members of the General Faculty present have matters which they wish to bring before the Academic Senate. Such matters take precedence during the final quarter hour of the meeting. If no such matters are brought to the Academic Senate, discussion will revert to the business at hand.
- C. The deliberative process shall be as follows:
1. Business for consideration shall be addressed to the Chair, who will refer the item to committee, place the item on the Academic Senate Agenda, or consult with the Executive Committee in deciding the item's disposition.
 2. Executive Committee Minutes shall list all items and their disposition.
 3. Except for items added in consequence of Section III. B., items may be added to a distributed agenda only when the agenda comes up for approval at the beginning of the meeting. Such unscheduled agenda items will require a second reading except when waived by a two-thirds vote.
 4. Any changes in the Handbook or Bylaws will require a second reading.

SECTION IV: STANDING COMMITTEES

- A. Regulations Governing Standing Committees
1. Standing Committee Chairs shall be elected by the Academic Senate from its membership at the Organizational Senate meeting at the end of Spring quarter.
 2. The Summer Senate, shall appoint members of each Standing Committee, which shall be subject to ratification at the first regular Senate meeting of the Fall quarter.
 3. Standing Committee operating procedures shall be as follows:

- a. At the request of the Academic Senate, each Standing Committee shall be responsible for formulating policy recommendations. All recommendations requiring a change in policy shall be presented in writing and in resolution form to the Academic Senate Executive Committee, which shall schedule items for the Senate agenda.
 - b. Standing Committee recommendations that do not require a change in policy shall be reported to the Executive Committee by a memorandum.
 - c. Topics for policy recommendations come to a Standing Committee only on referral from the Academic Senate Executive Committee or the Senate Chair. Notice of referral shall be included in the Academic Senate Log, which shall be attached to the next Senate agenda.
 - d. Each Standing Committee Chair may appoint subcommittees without membership restrictions;
 - e. All Standing Committee meetings shall be open. Committees may, by a simple majority vote, go into closed session to consider matters that are required to be held confidential, such as but not limited to appointments, recommendations concerning naming of facilities, or other similar items. However, regular business of each committee shall be in open session.
 - f. The present of a majority of voting Committee members shall constitute a quorum. The exception to this shall be that a quorum requires a majority of voting members when the Academic Affairs Committee meets as the University Curriculum Committee.
 - g. The Executive Committee will replace a Committee member who does not attend, without excuse or notification, three consecutive Committee meetings.
 - h. Standing Committee Chairs shall provide progress reports on the work of their committees at the regular meeting of the Academic Senate.
 - i. Standing Committee members shall identify to the Committee Chair an alternate who will attend meetings in the member's absence.
4. All university-wide committees to which the Senate has major appointing responsibilities and on which there are designated Senate committee representatives will provide to the Senate an annual report of all actions taken by the committee.
 5. The Executive Committee may organize university committees as necessary in coordination with other University segments.

B. The Standing Committees, their membership, and responsibilities shall be as follows:

1. Academic Affairs (AAC)

- a. The Academic Affairs Committee shall consist of the following voting members: seven faculty appointed, and one student representing ASI. In addition, the Faculty Director of General Education Curriculum Committee (GECCo), and (a) representative(s) from the Office of Academic Affairs with responsibilities that include, but are not limited to, Peoplesoft, academic standing, academic master plan, course management activities, articulation agreements, general student program inquiries, graduate program coordination, and academic policies shall serve *ex officio* and non-voting. (*Amended May 12, 2022*)
- b. The Academic Affairs Committee functions shall be to review and report to the Academic Senate its recommendations regarding:
 - i. All new academic policies, procedures, programs, and curricula having inter-school or all-university impact;
 - ii. Proposed changes to the University Catalog that have inter-school or all-university impact;
 - iii. The Academic Plan; and
 - iv. Proposed changes in the implementation of the General Education Program.
- c. In addition, the Academic Affairs Committee shall serve as the University Curriculum Committee for interschool programs that have required courses for majors and/or minors (i.e., not electives) in more than one school; and shall
- d. Recommend to the Academic Senate action to be taken when there is disagreement among faculty involved in proposed changes to the Catalog and/or to academic policies, procedures, programs and curricula having inter-school or all-university impact.

2. Faculty Affairs Committee (FAC)

- a. The Faculty Affairs Committee shall consist of the following voting members: seven faculty, including at least one librarian. In addition, the Associate Vice President for Faculty Affairs and a CFA Representative (the CFA President, Vice President, or Faculty Rights Chair as determined by the CFA President) shall serve *ex officio* and non-voting. (*Amended October 1, 2020*)
- b. The functions of the Faculty Affairs Committee shall be to
 - i. make recommendations to the Academic Senate on all policies and procedures concerning appointment, promotion, tenure, retention, evaluation, and other closely related matters;

- ii. review and propose revisions to all sections of the Handbook; and
- iii. review and prepare recommendations concerning policies on faculty development, such as the University Research Council.

3. Budget and Planning Committee (BPC)

- a. The Budget and Planning Committee shall consist of the following voting members: seven faculty, including at least one student services officer, one librarian, one staff member, and the President of the Associated Students or a designee. In addition, the Academic Senate Chair, the Provost, and Business and Administrative Services (BAS) Chief Financial Officer (CFO) **or designee** shall serve as ex officio and non-voting.
- b. The functions of the Budget and Planning Committee shall be to make recommendations to the Academic Senate on all policies and procedures related to
 - i. setting institutional priorities,
 - ii. allocating and utilizing University resources,
 - ii. jointly with the Academic Affairs Committee, approving the Academic Plan and new academic programs and reviewing existing programs, and
 - iv. responding to the needs of the University's service region. The committee shall monitor the University's planning processes and coordinate revisions to the Mission and Goals Statement.

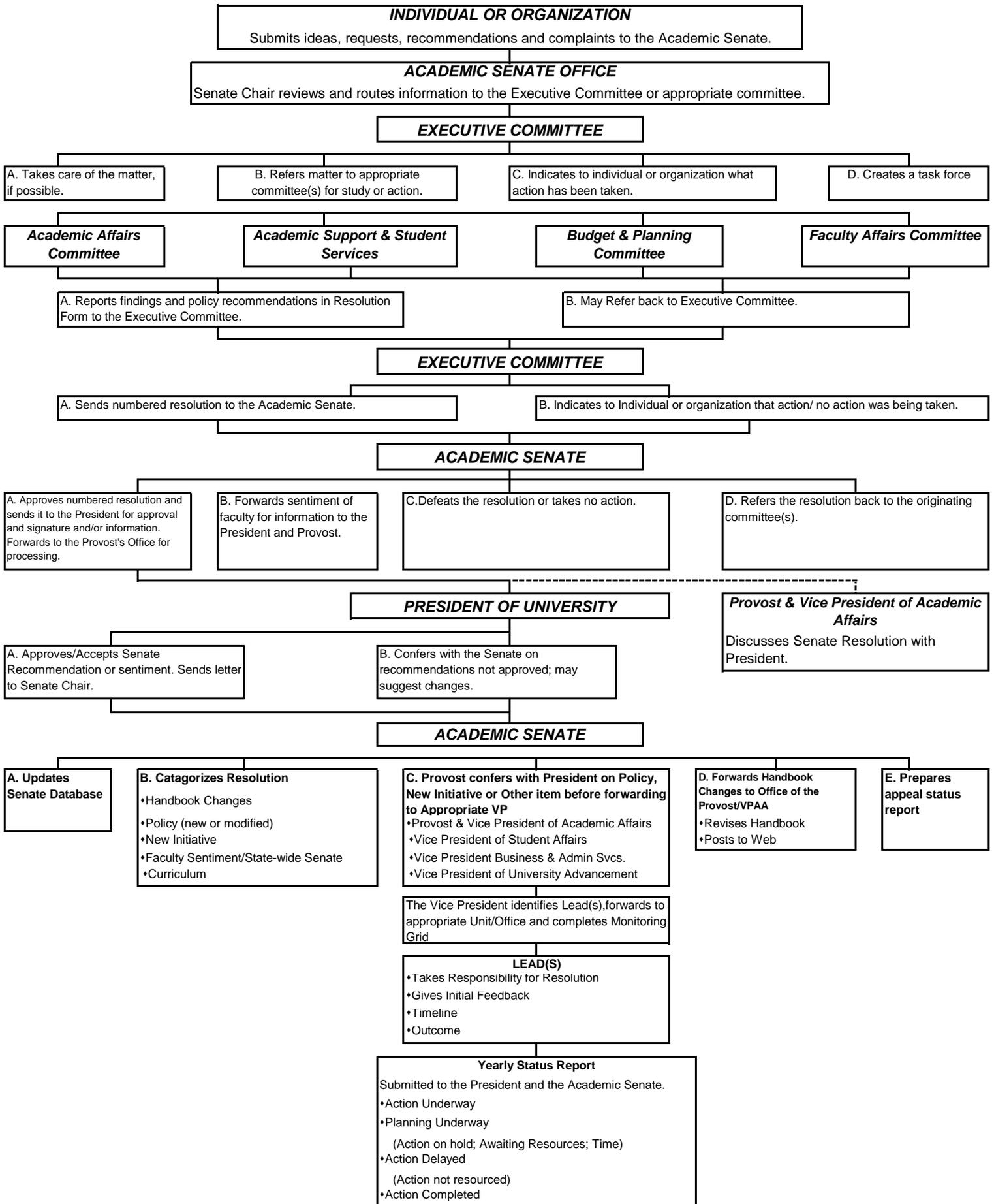
4. Academic Support and Student Services Committee (AS&SS)

- a. The Academic Support and Student Services Committee shall consist of the following voting members: seven faculty, including at least one librarian, one student services professional, one staff member and the Vice President of the Associated Students, Inc. or designee. In addition, the Vice President for Student Affairs, the Dean of Libraries, the Associate Vice President for Enrollment Management and the Executive Director of the Associated Students, Inc. or a designee shall serve ex officio, and nonvoting.
- b. The Academic Support and Student Services Committee functions shall be to make policy recommendations to the Academic Senate concerning the library, media services, student services, international students, the cafeteria, the bookstore, the computer center, and the campus police. In the performance of this function, the committee shall monitor the University's academic support and student services programs and make recommendations to the appropriate administrator.

SECTION V: AMENDMENTS

Amendments to these Bylaws must be offered at the regular meeting prior to the regular meeting at which the vote is taken, and this requirement cannot be suspended. A majority vote of the total Academic Senate membership is sufficient to amend these Bylaws.

PROCESS MAP OF ACADEMIC SENATE RESOLUTIONS



Introduction to Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

Why is Parliamentary Procedure Important?

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officer's reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

There are four Basic Types of Motions:

1. Main Motions: The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. Subsidiary Motions: Their purpose is to change or affect how a main motion is

- handled, and is voted on before a main motion.
3. Privileged Motions: Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
 4. Incidental Motions: Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

How are Motions Presented?

1. Obtaining the floor
 - a. Wait until the last speaker has finished.
 - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
 - c. Wait until the Chairman recognizes you.
2. Make Your Motion
 - a. Speak in a clear and concise manner.
 - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
 - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - b. The membership then either debates your motion, or may move directly to a vote.
 - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. All comments and debate must be directed to the chairman.
 - d. Keep to the time limit for speaking that has been established.
 - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
 - a. The Chairman asks, "Are you ready to vote on the question?"
 - b. If there is no more discussion, a vote is taken.
 - c. On a motion to move the previous question may be adapted.

Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws of policy of your organization. There are five methods used to vote by most organizations, they are:

1. By Voice -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. Motion to Postpone Indefinitely -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.

Most importantly, *BE COURTEOUS*.



Standing Committee Interest Form

| | |
|--------------------------|--------------------------------|
| Name: | Position/ Title: |
| Department/ Unit: | School (if applicable): |
| Phone number: | Email Address: |

***Note:** Standing Committee meetings are held on Thursdays, alternating with the Academic Senate meetings. The time block will be 10:00-11:30. All members must be available to participate on Thursdays 10:00-11:30.

Directions: Indicate your preferences by checking on the left those committees on which you would be eager to serve (mark XXX), happy to serve (mark XX), and willing to serve (mark X). (Student members are selected by Associated Students, Inc.)

ACADEMIC AFFAIRS COMMITTEE

Functions: To (1) Review and report to the Academic Senate its recommendations regarding: (a) All new academic policies, procedures, programs, and curricula having inter-school or all-university impact; (b) Proposed changes to the University Catalog that have inter-school or all-university impact; (c) The Academic Plan; and (d) Proposed changes in the implementation of the General Education Program; (2) Serve as the school curriculum committee for interdisciplinary programs; and (3) Recommend to the Academic Senate action to be taken when there is disagreement among faculty involved in proposed changes to the Catalog and/or to academic policies, procedures, programs and curricula having inter-school or all-university impact.

Structure: Seven faculty (one from each of the four schools and three at-large faculty members), and one student appointed by ASI. In addition, the AVP for Academic Affairs, the Director of Enrollment Systems, and the GE Faculty Director shall serve as ex officio, non-voting members.

ACADEMIC SUPPORT AND STUDENT SERVICES COMMITTEE

Functions: To make policy recommendations to the Academic Senate concerning the library, media services, student services, international students, the cafeteria, the bookstore, the computer center, and the campus police. In the performance of this function, the committee shall

monitor the University's academic support and student services programs and make recommendations to the appropriate administrator.

Structure: Six faculty (one from each of the four schools and 2 at-large faculty members), one librarian, one student services professional, one staff member, and the VP of ASI (or designee). In addition, the Associate Dean for Undergraduate and Graduate Studies, VP for Student Affairs (or designee), Director for ASI, AVP for Enrollment Management (or designee), and the Dean of Libraries (or designee) shall serve as ex officio, non-voting members.

BUDGET AND PLANNING COMMITTEE

Functions: To make recommendations to the Academic Senate on all policies and procedures related to (1) setting institutional priorities, (2) allocating and utilizing University resources, (3) jointly, with the Academic Affairs Committee, approving the Academic Plan and new academic programs and reviewing existing programs, and (4) responding to the needs of the University's service region. The committee shall monitor the University's planning processes and coordinate revisions to the Mission and Goals Statement.

Structure: Six faculty (one from each of the four schools and two at-large faculty members), one librarian, one staff member, AVP for Student Affairs, and the President of Associated Student, Inc. (or designee). In addition, the VP for Academic Affairs, VP for Business and Administrative Services (or designee) and the Chair of the Academic Senate shall serve as ex officio, non-voting members.

FACULTY AFFAIRS COMMITTEE

Functions: To (1) make recommendations to the Academic Senate on all policies and procedures concerning appointment, promotion, tenure, retention, evaluation, and other closely related matters; (2) review and propose revisions to all sections of the Handbook; and (3) review and prepare recommendations concerning policies on faculty development, such as the University Research Council.

Structure: Six faculty (one from each of the (4) four schools and (2) two at-large faculty members), and one librarian. In addition, the AVP for Faculty Affairs and a CFA Representative (CFA President, Vice-President, or Faculty Rights Chair as determined by the CFA President) shall serve as ex officio, non-voting members.