CALIFORNIA STATE UNIVERSITY, LOS ANGELES

MISCELLANEOUS RULES

I. ACADEMIC SENATE

Election of Senators-at-Large

(ASM 11/7/23)

The maximum number of Senators-at-Large that may be elected from any one college is two Senators.

First-Reading Rule

(ASM: 10/27/66, 6/13/67 [ECM: 10/16/68], 11/10/90, 2/9/16)

1. All recommendations brought before the Senate will be considered first-reading items.

2. There will be no debate. No amendments will be accepted. There will be a limit of five minutes for introduction and questions unless time is extended by the Senate.

3. Proposed amendments in duplicated form may be distributed to the Senate at that time.

4. No voting on the main motion or any amendment to the main motion may take place unless the rules are waived by a 3/4 vote.

5. If the rules are waived by a 3/4 vote, the Senate may proceed to act as though it were a second-reading of the motion (i.e., any motion that would be in order at a second reading will be in order).

6. When a motion to waive the rules is made in order to vote at the time of the first reading, the Chair will remind the Senate that the only justification for waiving the rules is that the matter is so pressing that to delay voting until the next meeting would be detrimental to the welfare of the University. The motion to suspend the rules to waive this requirement shall be debatable.

7. The Senate is encouraged to refer (commit) back to committee any policies where significant questions and concerns were raised during the first reading. In accordance with Robert's Rules, this requires a majority vote, and the desirability of referring back to committee and the appropriate details of the motion to commit are debatable.

8. First-reading items referred back to committee will return as second-reading items.

9. In the case that a policy is not referred back to committee, senators are encouraged to submit amendments in writing to be distributed prior to the next Senate meeting. Amendments will be considered in the order that they are received.

Second-Reading Rule

(ECM 7/18/19)

1. For second reading items, only motions to modify or delete part/s of the policy on the floor and voting on the main document will be considered.

2. During a second reading item the senate may go into a closed-door session for items that are sensitive and warrants deliberation. A closed-door session may be initiated by the senate chair or by a majority vote of the senate.

Third-Reading Rule

(ASM: 1/30/68)

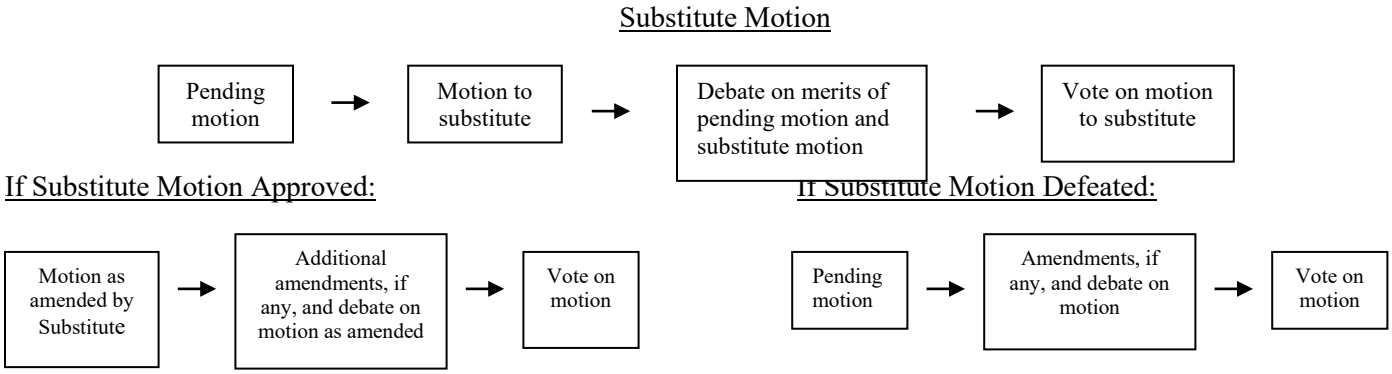
If a main motion is not passed either the first or second time that it comes to the floor of the Senate, only amendments which have been distributed in writing to the Senate may be considered at subsequent meetings.

If new issues develop during debate which seem to require further written amendments, the appropriate motion would be to postpone or refer to committee so that the amendments could be prepared. The Senate would then proceed with other agenda items.

Procedures for Handling Substitute Motions

(ECM: 9/29/76)

There shall be no amendments to either the original motion or the substitute after the motion to substitute has been introduced. There should, of course, be debate on the merits of both. After the vote is taken on whether to substitute, amendments should be permitted on whichever motion is pending. If it is the original motion, there can be amendments and amendments to amendments. If it is the substitute amendment which is before the body, only one level of amendments may be made on the substitute.



Procedure Regarding Use of Clickers for Senate Voting

(ASM: 10/21/14)

It shall be the procedure of the Academic Senate to normally use Clickers for all Senate votes, except votes on minutes and agendas and on resolutions of commendation.

Unanimous Consent Calendar

(ASM: 10/3/67)

The unanimous consent calendar is a device which may be employed to clear the agenda of any second-reading items for which no discussion or amendments are required. One negative voice is sufficient to retain an item.

Regular Meeting Time of the Academic Senate

(EA 83-2)

At its meeting of October 12, 1983, the Executive Committee approved by executive action to change the regular meeting time of the Academic Senate to 1:35 p.m. - 3:15 p.m. This action was taken to accommodate to the current schedule module of 1:35 p.m. - 3:15 p.m. The new time should prove to be more convenient to senators who teach classes in the module immediately preceding, as well as lessen interference to classes scheduled in Lecture Hall 2.

Senate Adjournment Time

(ECM: 4/3/73)

In order to extend the meeting time, a motion to that effect must be made prior to adjournment.

Special Meetings of the Academic Senate During Quarter Break

(ECM: 12/18/67)

The Faculty Constitution clearly prevents the holding of Senate meetings during a recess and Robert's Rules of Order also prevents the calling of special meetings when all cannot attend.

Minutes of the Academic Senate

(ASM: 2/20/64, 9/30/65, 12/8/66, 2/10/67, 3/11/70, 5/1/84, 10/31/00, 2/25/25)

1. The minutes of the Academic Senate shall show all motions in full. The maker of every motion shall be indicated.

2. Policy recommendations approved by the Senate shall not be attached to the minutes, but a few copies shall be available in the Senate Office until the President approves them. Approved policies will be announced to the Senate and published in the Faculty Handbook.

3. The approved Academic Senate minutes will be published on the Academic Senate website. Draft minutes will be included in the Senate agenda packets.

4. The minutes of the Academic Senate shall have a section entitled "Policy Recommendations Approved by the President," listing title of the policy, date approved by the Academic Senate and date approved by the President.

5. Beginning Winter Quarter 2000, all approved minutes of the Academic Senate and its standing committees will be maintained on the Academic Senate website.

6. All announcements in the Academic Senate have to be submitted in writing to the Senate office by close of business on the day following the meeting in order to be included in the meeting minutes.

Senate Documents

(ASM: 11/18/65; ECM: 1/8/75)

1. All Senate documents will be consecutively numbered in order of receipt by the Chair. Each will be preceded by the last two digits of the year to denote the current year's business.

2. The complete file of Senate documents distributed to the members of the Senate shall be maintained and made available to all faculty by providing a copy to each department office.

3. Off-campus representatives of faculty/staff organizations who desire Senate documents must get them from the honorary member on the Senate representing that organization, not from the Senate Office.

Distribution of Approved Senate Policies

(ECM: 3/26/08)

After an approved policy is returned to the Senate by the President, the Senate will distribute a copy of the approved policy to each of the vice presidents and the chair and executive secretary of the originating standing committee, with the understanding that the chair of the standing committee will be responsible for providing a copy of the policy to the subcommittee, if any, that was involved in recommending it.

Addressing Elected Members of the Senate During Meetings

(ECM: 5/5/76)

The Senate should not attempt to regularize itself to the extent that only one mode of address should be imposed automatically on the Senate each time a Senator seeks recognition.

Visitors to the Senate

(ECM: 9/17/65)

Visitors to the Senate will be requested to sit apart from Senate members in order to ease procedural difficulties in voting. Small signs will be posted to this effect during Senate meetings.

Floor Privileges

(ASM: 2/3/70)

The Chair of the Senate may limit the amount of time for each speaker when in the Chair's judgment the length of the list of people wishing the floor is such as to make this limitation desirable.

Holding Two Academic Senate Seats

(ASM: 25-6)

If a faculty member is elected to two Academic Senate seats with the same term end dates, the following applies:

Priority of Seats

Seats shall be ranked (highest to lowest) as follows:

a. Statewide Academic Senate of the California State University (CSU) seat ("Statewide Senator")
b. At-large member of the Cal State LA Academic Senate ("At-Large Senator")
c. College Representative seat of the Cal State LA Academic Senate ("College Representative Senator")

Requirement to Vacate Lower-Ranked Seat

A faculty member elected to two seats carrying the same term-end date must vacate the lowest-ranked seat among those held, as determined by the ranking in "priority of seats."

Declaring the Vacated Seat

The vacated seat shall be declared open immediately upon certification of both election results. The Academic Senate Office shall notify the respective college of the faculty seat to be vacated and shall proceed to fill the vacancy in accordance with the applicable rules for that type of seat.

If a faculty member is elected to two Senate seats with the different term end dates, the faculty member is encouraged, but not required, to relinquish the lower-ranked seat or seat with the earlier term end date.

Alternates for Senators-at-Large

(ECM: 1/13/71)

It is the interpretation of the Executive Committee that alternates for Senators-at-Large are elected for one-year terms.

Intent to Raise Questions

(ECM: 11/20/74; ASM: 2/27/90)

The purpose of the "Intent to Raise Questions" item of the Senate agenda is to allow members of the Senate to obtain information or action from academic governance or the University administration that is of general utility to the University community.

1. Generally the most effective way of getting responses to concerns is to communicate directly with the person or agency involved.

2. If direct communication has not proved satisfactory, Senators are urged to communicate their concerns to any Executive Committee member either orally or, preferably, in writing. The Executive Committee will report both the concern and the response to the Senate.

3. Senators may ask their questions at a Senate meeting normally after submitting the questions in writing to the secretary of the Senate. Answers to questions raised during the "Intent to Raise Questions" section of the Academic Senate agenda shall be provided in writing at the earliest opportunity.

Announcement of Appointment Made by the Nominations Committee

(ECM: 1/7/66; Editorial Amendment: 9/02)

Changes in committee assignments made by the Nominations Committee should be reported at Senate meetings under "Announcements."

Roles of the Chairs of the Standing Committee in Academic Senate Business

(ECM: 3/1/72)

The Chairs of the standing committees, on the basis of information contained in the agenda of the Academic Senate, shall be in attendance at the Senate meetings during consideration of first- and second-reading items pertaining to that standing committee.

Faculty Representation an Administrative Committees

(FPC: 5/16/83 - 82-33, -33.1)

In the Faculty Handbook, the term "faculty committee" is used whenever it occurs as a generic term to refer to committees whose members are, with the exception of administrative appointees, elected by the faculty or appointed by the faculty's elected representatives. Thus all committees of the Academic Senate, the colleges, and departments are faculty committees.

The term "administrative committee" is used to refer to committees whose entire membership is appointed by the President or his designee. To refer to such a committee, even if it consists entirely of faculty members, as a faculty committee is inconsistent with the language of the Faculty Handbook.

An administrative committee composed of faculty members would not represent the faculty. The Faculty Handbook explicitly states that a faculty member serving on a student committee solely at the invitation of students does not represent the faculty. The Handbook also states that students invited by faculty to serve on a faculty committee do not represent the student body. The Handbook follows the quite reasonable principle that a committee member represents a group only if the member has been elected or appointed to the committee by that group. The Academic Senate itself recognizes certain of its members (e.g., the emeriti member) as representing certain groups because those groups elected these members to the Senate.

This interpretation of the Faculty Handbook accords with the general principles of university governance accepted by most of the nation's accredited universities: "Faculty representatives should be selected by the faculty according to procedures determined by the faculty." (AAUP, ACE, and AGBUC, "Statement on Government of Colleges and Universities," Part V, paragraph 6, concluding sentence.)

It should also be noted that the Faculty Handbook explicitly declares that the Academic Senate is the official representative of the faculty and that it is through its agency that effective consultation between administration and faculty can best be achieved. Since administrative committees are not committees of the Academic Senate, they do not officially represent the faculty. Furthermore, there is a procedure in the Handbook for "immediately" bringing administrative committees within the structure of the Academic Senate at such time as it is established that the work of an administrative

committee is relevant to the instructional program. ("Relation of Administrative Committees to the Senate," Faculty Handbook, Chapter II.)

Nominations Procedures for Committees Elected by the Senate

(ASM: 1/25/72, 7/31/73; Editorial Amendment: 9/02)

For all-university committees with elected members wherein the nominees are not specifically nominated by the colleges, the Nominations Committee shall prepare a slate of nominees to be submitted for election. The procedures are as follows:

1. At the conclusion of the deliberations of the Committee, the Chair of the Nominations Committee, or his/her designee, will announce the slate of nominees at a regularly scheduled meeting of the Academic Senate.

2. Immediately following the Senate meeting at which the announcement is made, the list of the Nominations Committee nominees will be distributed on Distribution List III. Included with the list of nominees will be a form by which any faculty member may make additional nominations in writing. The form will carry the following statement:

   I have discussed this nomination with the nominee, who has agreed to serve if elected.

   (Signed) _____
   Nominating Faculty Member

3. All nominations shall be returned to the Vice Chair of the Senate in care of the Senate Office, by a published date of no less than five or no more than ten working days from the date of the Distribution List.

It is the interpretation of the Executive Committee that the charge to the Nominations Committee includes the selection committees for administrative personnel, the Intercollegiate Athletics Board, and ad hoc committees elected by the Academic Senate. (ECM: 11/4/71).

Senate Equity Statement

(ASM: 4/9/91)

RESOLVED: That before each election for the Senate Executive Committee, the Chair of the Academic Senate shall make the following announcement:

"Because a strength of our faculty lies in its ethnic, cultural, and gender diversity and because of our commitment to equity let us remember, as we make nominations and cast our votes today, that we should strive to elect a Senate Executive Committee which reflects that diversity"; and be it further

RESOLVED: That in communicating with the Colleges and the Division of Administration, Library and Student Affairs about the election of members of the Academic Senate, the Chair of the Academic Senate shall convey a similar message.

Meetings of the Board of Trustees

(ECM: 11/13/68)

M/s/p that the Chair of the Academic Senate, a Statewide Senator, or a member of the Executive Committee attend meetings of the Board of Trustees of the CSUC for purposes of reporting its actions to the Academic Senate.

Apportionment of Senators

(Memo from Dean Miller, dated March 27, 1972)

An individual holding rank in an academic department, even though serving in a full-time administrative position at the College or University level, is included in the College in which the academic department is located. Faculty on leave or

on quarter off are counted. Central administrators with faculty status but without class and rank are counted with their division (Administration, Library and Student Affairs).

II. EXECUTIVE COMMITTEE

Minutes
(ECM: 9/24/63, 4/7/64, 9/24/65, 4/11/84)

1. Executive Committee minutes will record only actions taken and topics discussed. No minutes will be disseminated until the Executive Committee has formally approved them.

2. In order to provide improved communication, the minutes of all Executive Committee meetings shall be sent to the members of the Senate following approval.

3. The recording of the minutes of the Executive Committee shall be consistent with that of the Senate.

Reports of the Officers and Liaison Members to Standing Committees
(ECM: 11/4/71)

The following shall be inserted as item 3 on the Executive Committee Agenda as a matter of standard order of business: "Reports of Officers and Liaison Members to the Standing Committees." The minutes will only show that the reports have been received. No detail will be given.

Privileged Matters
(ECM: 1/10/68)

Matters discussed in the Executive Committee are not considered privileged unless so requested with the concurrence of the Committee.

University Times Reporter
(ECM: 4/19/72, 7/30/75)

The Chair reported that University policy does not permit the Executive Committee to exclude the University Times reporter from its meetings.

Executive Action
(ECM: 10/11/72, 10/13/76)

Executive action items shall be distributed with the Senate agenda and announced at the next Academic Senate meeting following the meeting at which the Executive Committee approved the executive action. The item shall be considered approved by the Academic Senate if the Senate takes no action on the item at that meeting or its next regularly scheduled meeting.

Distribution of Executive Committee Agenda and Documents to the President and Two Vice Presidents
(ECM: 3/13/74)

The Executive Committee agreed to send its agenda and documents to the President and the two Vice Presidents.

Interpretation of Term "Immediate Past Chair"

(ECM: 6/5/74, 4/11/84)

Since the intention of the constitutional provision providing for the Immediate Past Chair to serve on the Executive Committee was to insure continuity, the Executive Committee interprets the Immediate Past Chair to mean the person who served as chair immediately prior to the current term. A one quarter replacement for the Chair will not be considered the Immediate Past Chair.

Commendatory Resolutions for Retiring Faculty

(ECM: 7/20/77)

The Academic Senate of the California State University, Los Angeles, is uniquely qualified to comment, regarding the contributions of retiring faculty members to faculty governance. Therefore, it is incumbent on the Executive Committee:

1. to consider a list of retiring faculty each year, to assure that no deserving faculty are ignored by oversight; and

2. to assure that Academic Senate resolutions are made regarding the impending retirement of only those faculty who have been actively and creatively involved with faculty governance at the University level.

Resolutions for Students

(ECM: 8/16/78)

Resolutions of commendation for individual students, student teams, performances, etc., be referred to the dean of the respective college.