

SENATE RULES AND PROCEDURES  
2009-2010

I. Timetable for Meetings

**Fall Term**

September 3 & 17  
October 1 & 15  
November 5 & 19  
December 3

**Winter Inter-session**

*\* if needed\**  
Jan. 7 & 21  
February 4 & 18

**Spring Term**

March 4 & 18  
April 1  
May 7 & 21

Plenary sessions of the ASCCC

**Fall Session 2009** scheduled for November 12 - 14, 2009 at Doubletree Hotel, Ontario

**Spring Session 2009** usually scheduled for April 16 - 18



Meetings:

- a. Regular meetings of the Academic Senate will be held in Los Robles (LR 105) from 1:15 to 3:00 P.M. on the dates shown above:
- b. Seating will be in a circular fashion, space permitting
- c. Meetings of the Electorate will be conducted on date, time and location to be determined.

Senate meetings will be conducted on the rules and procedures outlined in Robert's Rules of Order, Newly Revised.

II. Agenda:

- a. Senate Executive will prepare the agenda for Senate meeting. This agenda will include:
  1. resolutions/motions drafted by the Senate Executive,
  2. resolutions received by a member of the Senate Executive from a member of the electorate.
  3. resolutions referred to the Senate Executive by the Senate for reconsideration
- b. Proposed resolutions must be received in the Senate Office by Thursday 10:00 a.m. of the week prior to a Senate meeting so that they may be reviewed by the Senate Executive to be included in the Senate agenda.
- c. Motions arising from reports that have not previously appeared on the agenda may be approved if they receive a vote of 2/3 of the entire membership.
- d. Agenda items in the form of resolutions/motions will be accepted during Senate meetings and added to the agenda with the approval of the Senate.
- e. Following the provisions of the Brown Act, Senate Resolutions will be distributed to Senators at least 72 hours in advance of the meeting.
- f. Standing agenda items will include:
  1. Call to order
  2. Comments from the audience on agenda items only (5 minutes per speaker)
  3. President's report
  4. Approval of the minutes
  5. Call for additional agenda items
  6. Approval of the agenda
  7. Old Business
  8. New Business
  9. Officers' Reports
  10. Reports from the College Standing Committees
  11. Accreditation Report
  12. Reports from task forces/ad hoc committees

### 13. Adjournment

Motions may be made during #3-13.

- g. These items on the agenda will be organized to place priority on the discussion of the action item, given that these represent the work of the Senate, while showing respect for time.
- h. Agenda items not completed at a Senate meeting will be placed on the agenda of the next meeting, appearing in Old Business.

### III. Senate Rules and Procedures

#### A. Resolutions and Motions brought to the Senate by Senators

- a. must be ready for duplicating when submitted to the Senate office.
- b. must have the signatures of the presenter and of the person who seconded the motion.
- c. will be referred to the Senate Executive prior to being placed on the agenda, except those which are accepted during the Senate meeting with the approval of a majority of the entire Senate.
- d. may be amended from the floor for motions that appear on the agenda or for motions presented at the Senate meeting.

#### B. Discussion of Resolutions/Motions

- a. will begin with the presentation of the motion.
- b. will continue for no more than 20 minutes unless the body approves a "motion to extend." The "motion to extend" must specify a given amount of time for the extension (e.g. 5 minutes).

#### C. Voting:

- a. The quorum to vote consists of sixteen (16) Senators and/or proxies.
- b. Abstaining is a legitimate vote during non-roll call voting.
- c. For motions/resolutions, a majority of the members present is required for passage.
- d. Motions brought to the floor of the Senate without having previously appeared on the agenda must receive a vote of 2/3 of the entire membership. Such action may be taken only if the need for immediate action was discovered after the posting of the agenda.
- e. The presiding officer may vote to make or break a tie, or on secret ballot items.
- f. Voting for the election of officers is by secret ballot, except when a candidate is unopposed, in which case voting is by acclamation. All other voting is by show of hands, unless a senator requests a secret ballot or an adopted procedure indicates otherwise.

#### D. Conflict with Constitution/By-Laws

- a. if anything in these procedures conflicts with the Constitution and/or By-laws of the Senate, the Constitution and/or By-laws prevail.