ACADEMIC SENATE BYLAWS

2026-2027

Approved and Amended by the Academic Senate: April 30, 2026
President Approved: August 10, 2026

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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 Academic Senate recognizes the following priorities for motions. For top priority motions, a member can interrupt the current speaker to make the motion to ask the Chair to be recognized.
    1. Top Priority: Privileged Motions
        a. Point of Order
        b. Point of Information, or Clarification
        c. Point of Privilege
        d. Point of Personal Privilege
        e. Point of Interruption
    2. Second Priority
        a. Move to amend
        b. Move a substitute motion
        c. Move to divide (Division of the Question)
        d. Move to consider ad seratium (i.e., one after the other)
        e. Move to refer (e.g., back to a committee)
        f. Add an item to the agenda
        g. Move to adjourn – non-debatable (requires a simple majority)
        h. Move to table (or “lay on the table”) – non-debatable (requires a simple majority)
        i. Move to postpone (to a specific time, or indefinitely) – debatable
        j. Challenge ruling of the Chair (Debatable, but only as to whether to sustain the Chair’s ruling, not the issue ruled upon)
        k. Call the Question/Move the Previous Question
            1. 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.

C. The Senate Chair may appoint an Academic Senate Parliamentarian.

D. 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.

E. 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.

F. 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
9. **Expressions of the Senate**
10. Open Forum Items
    a. Old Business
    b. New Business
11. Comments from the Floor
12. 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 semester. A call for nominations for Standing Committee Chair positions should be posted two weeks prior to the Organizational meeting. Eligible members include those who have served at least one year on the Academic Senate and have served at least one year on the Standing Committee, either presently or in the past, for which the Chair position is sought. Each nominee is expected to express their interest and identify their qualifications at the Organizational meeting *(revised 2023-2024)*.

   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 semester.

   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 members' 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.

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.
    v. 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
    vi. 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.

    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,
    iii. 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: Expressions of the Senate

Expressions of the Senate represent statements of opinion, concern, recognition, or perspective adopted by the Academic Senate. Because these statements reflect the collective voice of the Senate rather than a policy action, Expressions of the Senate do not require approval by the President. The President may, at their discretion, choose to endorse the statement or issue a separate response.

A. Statements of the Senate

A Statement of the Senate is a formal expression of the collective view of the Academic Senate on matters affecting the University, the California State University system, higher education, or issues of academic concern.

Statements of the Senate may be brought forward by the Executive Committee, which retains the authority to place such items on the Senate agenda. Members of the Senate may also request that the Executive Committee consider bringing forward a Statement of the Senate, or request that the proposed Statement of the Senate be added to the agenda for consideration (see Section III. C. 3).

Individuals who are not members of the Senate, including faculty, staff, students, or administrators, may propose a Statement of the Senate by submitting the proposed statement to the Executive Committee. The Executive Committee will review such submissions and determine whether the item is appropriate to place on a future Senate agenda for consideration by the full Senate.

Statements of the Senate:

a. May be advisory in nature.
b. Do not amend University policy unless expressly stated.
c. Shall be presented in written form.
d. Shall follow the same notice and second-reading requirements as resolutions unless waived by a two-thirds vote.
e. Shall require a majority vote of those present and voting.

B. Votes of No Confidence
    a. A Vote of No Confidence is an extraordinary and serious expression of the Academic Senate indicating that it has lost confidence in the leadership of a specified administrator or administrators.
    b. A Vote of No Confidence shall not be initiated solely on the basis of policy disagreements, differences in administrative judgment, or personal or political disagreement.
    c. Initiating a Vote of No Confidence Resolution
        i. A proposed Vote of No Confidence initiated by the Executive Committee of the Academic Senate may be brought forward as a resolution adopted by a majority vote of the Executive Committee. The resolution shall include a clear statement of the grounds upon which it is based and a rationale supporting the proposal. Upon adoption by the Executive Committee, the proposed resolution shall be placed on the agenda of a regular Academic Senate meeting.
        ii. A petition for a proposed Vote of No Confidence initiated by members of the General Faculty shall begin with a written notice of intent submitted to the Executive Committee. This notice shall indicate that

signatures will be collected in support of a petition and shall include a clear statement of the grounds upon which the proposed Vote of No Confidence is based.

1. Following submission of the notice of intent, the petition for a Vote of No Confidence shall be developed in the form of a proposed resolution with a supporting rationale.
2. The petition must bear the dated signatures of at least fifteen percent (15%) of the General Faculty within the relevant constituency of the University.
3. The signature collection period shall begin on the date the notice of intent is submitted to the Executive Committee.
4. All required signatures must be collected within thirty (30) working days of this notification. Only signatures dated within this 30-working day period shall be counted toward the required total.
5. The petition, with dated signatures, shall be submitted to the Executive Committee for review of procedural compliance.

iii. Review for Procedural Compliance

1. The Executive Committee shall review proposals submitted under subsection (ii) solely for compliance with the procedural requirements of this section. If the procedural requirements are satisfied, the Executive Committee shall place the item on the agenda of a regular Academic Senate meeting. The Executive Committee shall not make determinations regarding the substantive merits of the proposal.
2. The confidentiality of the dated signatures shall be maintained.

iv. Distribution

1. The proposed motion shall be distributed to the Academic Senate membership at least one regular meeting prior to consideration.

d. Senate Action and Ratification

i. The Academic Senate shall deliberate and determine the merits of the Vote of No Confidence. Because such action carries significant institutional implications, a Vote of No Confidence should be considered only in exceptional circumstances. Appropriate grounds may include, but are not limited to:

1. Demonstrated misconduct;
2. Actions that bring material disrepute to the University;
3. Sustained dereliction of duty;
4. Failure to perform the fundamental responsibilities of the office; or
5. Conduct that substantially impairs the effective functioning of the University.

ii. Adoption by the Academic Senate shall require:
    1. A quorum of the total voting membership;
    2. A two-thirds (2/3) vote of the voting members of the Academic Senate; and
    3. The resolution for a Vote of No Confidence must have two readings, and the first reading shall not be waived.

iii. Ratification by the General Faculty.
    1. If approved by two-thirds (2/3) of the voting members of the Academic Senate, the motion shall be forwarded to the General Faculty for consideration. Ratification shall require a majority vote of the General Faculty members voting.

SECTION VI: 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.