

CALIFORNIA STATE UNIVERSITY, BAKERSFIELD

ACADEMIC SENATE

Academic Senate By-Laws Changes

RES 141537

EC

RESOLVED: That the Academic Senate of CSU, Bakersfield make the following changes to its By-Laws.

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 will be unable to attend senate meetings for an entire term will notify the Executive Committee, who will appoint the alternate from the represented unit for that term. Proxies are not otherwise 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.
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 presence 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.

j. Standing Committees shall select a Vice Chair who will assume the duties of the Chair in the Chair's absence at a Committee meeting. . The Vice Chair does not replace the Chair in attendance at Executive Committee meetings.

k. The Provost (and Vice President for Academic Affairs) may appoint a substitute when unable to attend Executive Committee meetings.

RATIONALE:

The first change better addresses situations, such as sabbaticals, when a member may be absent for an entire term. The second change brings our policy into alignment with current practice regarding voting by alternates.

The third change corrects a typographical error. The fourth change removes redundant, confusing language.

The fifth change directs committees to select a Vice Chair. Not only is this standard practice for committees, but it will serve to both avoid problems when a Chair cannot attend the meeting and provide additional leadership development opportunities.

The sixth change reflects current practice and supports the original intent of having the Provost serve on the Executive Committee; namely, to facilitate communication and coordination between the Senate and the Academic Affairs Division. Given the sensitive, confidential, nature of many of the tasks assigned to the Executive Committee, it was felt that this is the only additional position (including the Chair, whose alternate is the Vice-Chair) for whom an alternate would be appropriate.

Approved by the Academic Senate on May 14, 2015
Sent to the President for approval on May 26, 2015
Approved by the President on September 15, 2015