

BYLAWS AND RULES OF PROCEDURE OF THE ACADEMIC SENATE
OF HUMBOLDT STATE UNIVERSITY

ARTICLE I. NAME

Section 1. **Academic Senate**--The name of this organization shall be the Academic Senate of the General Faculty of Humboldt State University, herein referred to as the Academic Senate.

ARTICLE II. OBJECTIVE

Section 1. **Objective**--The objective of this organization shall be to carry out those functions provided to it in the Constitution of the General Faculty (Appendix E. Article VI. Section 1.).

ARTICLE III. MEMBERSHIP

Section 1. **Eligibility**--The membership of the Academic Senate shall be consistent with the provisions of the Constitution of the General Faculty (Appendix E. Article VI. Sections 2, 3, 4, and 6).

Section 2. **Certification**--Certification shall be made by the General Faculty Secretary in the cases of representatives of academic units, with a time base averaging at least .40 of full time, coaches, counselors, the HSU Emeritus and Retired Faculty Association, Student Services, the President of the General Faculty, the immediate past chair of the Academic Senate, the Chair of the University Curriculum Committee and the General Faculty representatives to the Statewide Academic Senate (Appendix E. Article IV. Section 6). Certification shall be made by the Associated Students in the cases of student representatives and the President of the Associated Students.

Section 3. **Ex Officio**--The President of the University, the Provost and Vice President for Academic Affairs, the Vice President for Student Affairs, the Vice President for Administrative Services, the Vice President for University Advancement, the Chapter President of the California Faculty Association, the Senate Finance Officer, a member of the HSU Staff Council, and the President of the Associated Students shall be ex officio members without vote, but shall have all other parliamentary rights of members.

Section 4. **Reconstitution**--The Academic Senate shall be reconstituted at that meeting following certification of membership from the General Faculty.

ARTICLE IV. OFFICERS

Section 1. **Officers**--The officers of the Academic Senate shall be those named in the Constitution of the General Faculty (Appendix E. Article IV. Section 10).

Section 2. **Senate Chair Duties**--The Chair shall preside at meetings of the Academic Senate; make appointments to committees of the Academic Senate, except as provided in the bylaws or by action of the Academic Senate; and carry out such directions as are given by the General Faculty or by the Academic Senate.

Section 3. **Vice Chair Duties**--The Vice Chair of the Academic Senate shall assume the duties of the Chair of the Academic Senate in the event of the absence or at the request of the Chair. In addition, the Vice Chair of the Senate shall hold the position of Chair of the Faculty Affairs Committee.

Section 4. **Secretary Duties**-- The Secretary of the Academic Senate shall hold the position of Chair of the Educational Policies Committee.

Section 5. **Election**--The officers shall be elected at the first meeting of the reconstituted Academic Senate.

ARTICLE V. EXECUTIVE COMMITTEE

Section 1. **Members**--The Academic Senate Executive Committee shall consist of the Chair of the Academic Senate, the Vice Chair of the Academic Senate (Chair of Faculty Affairs), the Secretary of the Academic Senate (Chair of Educational Policies), the Chair of Student Affairs, the Senate Finance Officer, the most immediately available past Academic Senate Chair, the General Faculty President, the Chair of the University Curriculum Committee, the President of the Humboldt Chapter of the California Faculty Association (CFA), the President of the University, the Provost and Vice President for Academic Affairs, and both Senators representing Humboldt State University on the CSU Academic Senate.

Section 2. **Chair**--The Chair of the Academic Senate shall serve as the Chair of the Academic Senate Executive Committee.

ARTICLE VI. MEETINGS

Section 1. **Regular Meetings**--The Academic Senate shall ordinarily meet twice monthly through the academic year at 4:00 p.m. in Goodwin Forum, Nelson Hall East 102.

Section 2. **Change of Meeting Place**--The Chair shall have the responsibility to schedule a meeting elsewhere or to change the place of a meeting when the room of normal scheduling cannot accommodate the numbers of nonmembers who wish or will wish to attend.

Section 3. **Special Meetings**--Special meetings may be called by decision of the Chair, or upon written petition of five members of the Academic Senate to the Chair, or upon request of the President of the University.

Section 4. **Order of Business**--The order of business shall be as follows:

- Announcement of proxies
- Presentation of minutes and agenda
- Reports, announcements, and communications of the Chair
- Reports of standing committees, statewide Senators, and ex-officio members
- Business

Section 5. **Modifications of Order of Business**--The Executive Committee is authorized to modify the order of business when deemed advisable.

Section 6. **Mailing**--Copies of the agenda for a meeting are to be mailed prior to the meeting.

Section 7. **Agenda Items**--Items to be placed on the agenda of a meeting must be notified to the Chair by noon of the Tuesday prior to the meeting.

Section 8. **Materials to Accompany the Agenda**--Reports or resolutions to accompany the agenda are to be furnished to the Academic Senate office by noon on the Thursday prior to the meeting.

Section 9. **Communications**--At the discretion of the Chair, certain communications received by the Chair may be copied and mailed to members of the Senate with the agenda. Normally communications will be brought to the attention of the Academic Senate by announcement from the Chair.

Section 10. **Final Discussion and Voting**--Final discussion and voting on policy matters and/or committee recommendations shall be preceded by specific notice of such pending action on the published agenda of Academic Senate meetings.

Section 11. **Agendas**--All departments of the University shall be provided with the agenda for a regular meeting prior to the meeting. In addition, members of the Academic Senate shall be provided prior to the meeting with such documentation relating to the agenda as is feasible.

Section 12. **Adopted Policy Recommendations**--Policy recommendations adopted by the Academic Senate shall be published in the minutes of the meeting at which they were adopted and shall be formally presented to the President of the University after approval of the minutes.

Section 13. **Emergency Action**--The Academic Senate, upon two-thirds vote of the membership of the Academic Senate present, may declare that an emergency exists and that a given policy recommendation or other matter before it requires immediate presentation to the President of the University or other appropriate agent and the recommendation shall be deemed to have been approved by the General Faculty.

ARTICLE VII. POLICY REGARDING NONMEMBERS AT MEETINGS

Section 1. **General Faculty Members**--Any member of the General Faculty may attend a meeting of the Academic Senate.

Section 2. **Other Persons**--Persons other than members of the General Faculty are extended the privilege of attending meetings of the Academic Senate, except this privilege may be withdrawn by majority vote of those members of the Academic Senate present.

Section 3. **Floor Privileges of Nonmembers**--Persons not members of the Academic Senate who are attending a meeting may be granted the privilege of the floor by unanimous consent of the Academic Senate or by being yielded the floor by a member of the Senate.

Section 4. **Standing Committees**--Standing Committees of the Academic Senate shall allow nonmember attendance and voice (but not vote) at the discretion of the individual committees.

ARTICLE VIII. EXECUTIVE SESSION

Section 1. **Executive Session**--The Academic Senate may resolve itself into executive session upon two-thirds favorable vote of the Senate members present.

Section 2. **Nonmembers**--Persons not members of the Academic Senate shall be required to leave the Senate meeting room during the period of executive session.

Section 3. **Exception**--Exception to the provision of Section 2 may be made by unanimous consent if the presence of a nonmember is necessary to the matters to be discussed.

Section 4. **Proscribed Actions**--During the period of executive session minutes shall not be recorded, motions may not be made, nor votes taken.

Section 5. **Return to Open Session**--The Chair shall call the Academic Senate into open session as soon as sufficient discussion has been had in executive session.

Section 6. **Voting**--Voting shall normally be done by voice vote. The Chair or a member of the Senate may require a division of the house when the result of the voice vote is unclear. Senate action on a matter shall be by roll call whenever requested by a member.

ARTICLE IX. INFORMAL SESSION AND RECESS

Section 1. **Informal Session**--The Chair may rule the Academic Senate in informal session to discuss resolutions or committee reports prior to formal Senate action.

Section 2. **Return to Formal Session**--A member may move at any time during informal session to return the Academic Senate to formal session.

Section 3. **Recess**--In the absence of a motion to recess, the Chair may declare a five-minute recess for purposes of informal conversations between members on necessary language revisions of drafts of proposals.

ARTICLE X. CONSENT CALENDAR

Section 1. **Common Consent Calendar**--At the discretion of the Chair, proposals that are of a non-controversial nature may be placed on the agenda for adoption by consent, subject to the following rules:

- a. Any common consent proposal must be written out in full.
- b. The proposal must be submitted with sufficient copies so that a copy may be furnished to each Senator.
- c. The copies of the proposal must be submitted to the Chair by noon of the Tuesday prior to the meeting for which it will be placed on the agenda.
- d. When the question of general consent is put by the Chair, one objection shall remove the proposal from the general consent calendar.
- e. Any proposal so removed shall be added to the end of the agenda.

ARTICLE XI. CLOSE OF MEETING

Section 1. **Close of Meeting**--No additional agenda item will be considered after 5:30 p.m.

ARTICLE XII. GUEST SPEAKERS

Section 1. **Guest Speakers**--Guest speakers may be invited to address the Academic Senate by action of the Executive Committee or by majority vote of the Academic Senate.

ARTICLE XIII. PROXIES

Section 1. **Proxies**--A Senator may appoint a proxy for a specific meeting or for a specific issue or issues on the agenda for a specific meeting.

Section 2. **Notification to Chair**--The Senator must notify the Chair or the Recording Secretary of the Academic Senate in writing or by email of the designation of a proxy and the issue to which the proxy may speak or vote, if there be any limitation, before the beginning of the meeting at which the proxy is to be exercised.

ARTICLE XIV. VACANCIES

Section 1. **Vacancy**--A vacancy in an Academic Senate seat shall exist under any of the following conditions:

- a. When a member is on leave for more than a semester and, because of this, will not be attending meetings regularly.
- b. When a member's employment has been terminated.
- c. When a member will be unable to attend due to prolonged illness.
- d. When a member has resigned from the Academic Senate.

Section 2. **Determination of Vacancy**--It shall be the responsibility of the Chair to ascertain the existence of a vacancy on the basis of one of the conditions of Section 1 and to so rule from the Chair. If there is objection, a majority vote will be required to support the ruling of the Chair.

Section 3. **Vacancies in Elective Seats**--Vacancies in elective seats shall be filled by special elections in the respective constituencies.

Section 4. **Student Representatives**--Vacancies in seats held by student representatives shall be filled by the Associated Students according to its rules.

Section 5. **Ex Officio Members**--Vacancies in a seat held by an ex officio member shall be filled without action of the Academic Senate by the successor or successor acting to the particular position.

ARTICLE XV. RECOMMENDATIONS

Section 1. **Transmittal**--Policy recommendations that have been considered adopted pursuant to Section 73 of the Constitution of the General Faculty shall be forwarded to the President of the University by the Chair of the Academic Senate after approval of the minutes.

Section 2. **Emergency Action**--Emergency action by the Academic Senate may be taken in accordance with Section 73.2 of Article VI of the Constitution of the General Faculty.

Section 3. **Presidential Reaction**--Reactions of the President of the University to the policy recommendations adopted by the Academic Senate shall be forwarded to the Chair of Academic Senate within two weeks of the President's receipt of the recommendation.

Section 4. **Presumption of Approval**--In the absence of official communication from the President of the University regarding policy recommendations adopted by the Academic Senate, presidential approval of the recommendations shall be presumed.

ARTICLE XVI. COMMITTEES

Section 1. **Standing Committees**--The standing committees of the Academic Senate shall be the Executive Committee (see Article V), the Faculty Affairs Committee, the Student Affairs Committee, the Educational Policies Committee, the Faculty Awards Committee, and the Senate Appointments Committee.

Section 2. **Terms and Appointments**--The members of the Faculty Affairs Committee, the Student Affairs Committee, and the Educational Policies Committee shall be appointed to three-year terms. Appointments are made by the Senate Appointments Committee.

Section 3. **Senate Finance Officer** -- The Senate Finance Officer shall be appointed by the Senate Executive Committee to a two-year term.

Section 4. **Faculty Awards Committee**--The Chair of the Faculty Awards Committee is the recipient of the Outstanding Professor Award from the previous year. Four additional members, two of whom are previous recipients of the Outstanding Professor Award, shall be appointed to one-year terms by the Senate Appointments Committee.

Section 5. **Appointments Committee**--The Chair of the Academic Senate is Chair of the Senate Appointments Committee. The additional members are the Provost and Vice President for Academic Affairs, the President of the General Faculty, and two members elected to one-year terms by the Academic Senate.

Section 6. **Special Committees**--Special committees may be established by action of the Chair of the Academic Senate or by action of the Academic Senate. Unless otherwise provided in the enabling action, the chair and other members of a special committee shall be appointed by the Senate Appointments Committee.

Section 7. **Non-Senate Members**--Members of the General Faculty who are not currently members of the Academic Senate may be appointed to committees.

Section 8. **Annual Reports**--Committees that are required to make annual reports to the Academic Senate shall forward them to the Academic Senate by May 1.

ARTICLE XVII. QUORUM

Section 1. **Senate**--Two-thirds of the voting membership shall constitute a quorum for the Academic Senate.

Section 2. **Committees**--One-half of the membership of a Standing Committee or a Special Committee of the Academic Senate shall constitute a quorum for such committee.

ARTICLE XVIII. PARLIAMENTARY AUTHORITY

Section 1. **Sturgis**--The Parliamentary Authority for the Academic Senate shall be Sturgis, *Standard Code of Parliamentary Procedure*.

Section 2. **Authority**--The provisions of the Parliamentary Authority shall apply except that adopted Senate Rules of Order shall apply where differences exist.

ARTICLE XIX. AMENDMENTS

Section 1. **Amendments**--Appendix F may be amended at any regular meeting of the Academic Senate by a two-thirds vote, provided that the amendment has been submitted at a previous regular meeting.

ARTICLE XX. SUSPENSION

Section 1. **Suspension**--A Senate or parliamentary rule may be temporarily suspended by a two-thirds vote of those voting members present at a meeting.