

**GUIDELINES¹
FOR
2008-09 SYSTEMWIDE SENATE COMMITTEES**

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I. ROLE OF THE COMMITTEE CHAIR AND MEMBERS

Role of the Committee Chair

The primary responsibility of the Chair of a Special or Standing Committee of the Assembly is to fulfill the charge of his/her Committee, as defined in the Senate's [Bylaws](#), and report the committee's actions to the establishing agency, as provided in [Senate Bylaw 40.B](#). In appropriate consultation with committee members, the Committee Chair directs the way in which the business of the committee is conducted. The Committee Chair identifies issues that fall within the committee's charge, initiates discussions, formulates proposals or recommendations, and submits reports and/or recommendations on behalf of the committee to the Academic Council. With the assistance of the Committee Analyst, the Chair is responsible for the committee's timely response to requests from the Academic Council Chair for review and comment on proposals and reports that originate both from the Administration and from the Academic Senate. Committee responses submitted by the Chair to the Academic Council should reflect the character of the committee's discussion, the consensus of the committee, and the minority opinion, if any. Reports and recommendations requiring final action beyond a committee may have a [minority report](#) attached to it. The Committee Chair, working with the Committee Analyst, is also responsible for keeping the Academic Council Chair fully informed about the committee's activities throughout the academic year.

Committee Members²

Senate members holding an administrative position higher than department chair may not serve as members on Standing or Special committees of the Assembly, and department chairs may not serve on UCAP, UCAF or UCP&T ([SB 128.H](#)). Committee members support the Chair in fulfilling the

¹ These Guidelines were endorsed by the Academic Council on July 25, 2005.

² This also includes members of subcommittees and task forces as established by Standing Committees ([SBL 128.I](#)).

committee's charge by attending and taking an active part in all meetings, carrying out routine and special tasks as assigned by the Chair, and offering advice and information based on their experience and expertise. Committee members have the right to request that an item be placed on the [committee's agenda](#) with the expectation that the committee will give the matter due consideration in a timely fashion. By majority vote, members may also add or omit items from the agenda. As the liaison between the systemwide and campus levels, committee members transmit pertinent information to and from their corresponding divisional committees, and provide the systemwide committee with the campus perspective on issues under discussion. Because actions of systemwide committees should be in the best interest of the University as a whole, the opinions expressed by individual committee members and their votes on committee decisions should be informed both by the deliberations of their own division and the discussion of and information presented at the systemwide committee. If a member or members do not agree with the majority opinion of the committee, a member or members have the right to insist that a [minority report](#) reflecting their view is attached to any recommendation that requires final action beyond the committee.

II. AUTHORITY OF THE COMMITTEE AND COMMITTEE CHAIR

Authority of the Committee

A Special or Standing Committee of the Assembly acts in accordance with its enabling [Bylaw](#), and as outlined in [SBL 40.B](#). The committee is required to report its actions to the establishing agency. When the Assembly/Academic Council refers a matter to a Special or Standing Committee, the committee has an obligation to place the matter on its agenda and give it due consideration, but the Assembly/Academic Council may not set the committee's agenda or direct its deliberations. The Assembly/Academic Council retains the right to supersede, amend, or set aside the actions or recommendations of any of its committees.³ When a committee formally advises the President or members of the Office of the President Senior Management on an issue, its advice must be conveyed through the Academic Council unless otherwise specified in the Bylaws. The President and Senior Management adhere strictly to this policy and will not formally accept any committee report, proposal or recommendation that has not been approved by the Academic Council.

Communicating with The Regents

According to [Regents Bylaw 16.9](#), members of the Academic Senate or faculty may communicate with members of the Board of Regents only through the President.

Communicating with UCOP Senior Management and UCOP Administrators

UCOP Senior Management or UCOP Administrators who are not on a committee's approved list of consultants may not be officially consulted on an issue without the prior approval of the Academic Council or the Council Chair.

Communicating with the Chairs of the Divisions

Special or Standing Committee Chairs are encouraged to communicate directly with one another on policy matters, as well as with their corresponding Divisional Committee Chairs, but formal requests for action from a Special or Standing Committee Chair to the Chairs of the Senate Divisions must be transmitted through the Council Chair.

³ For further clarification and exceptions, see [Legislative Ruling 8.95-B](#)

III. ROLE OF SYSTEMWIDE SENATE LEADERSHIP

Role of the Academic Assembly Chair/Council Chair (Referred to herein as Council Chair)

The Chair of the Assembly of Academic Senate is the Senior Academic Officer of the Senate and has the dual role as Chair of the Academic Council. As such, he or she is the voice of the Academic Senate, and the Senate's representative in all formal discussions with the President, Senior Administration, Regents, and State government officials. As Faculty Representative to the UC Regents, the Council Chair is an advisory member of Regents Standing Committees (as assigned), and communicates the faculty perspective to the Board. The Council Chair or his/her designated representative meets with the press to explain the Senate's position on pertinent issues. In fulfilling his/her role, the Council Chair relies on the Committee Chairs and Committee Analysts to keep him or her abreast of all committee-related activities. In addition, with the exception of UCR&J, the Council Chair is an *ex officio* member of all Special and Standing Committees (with voting rights on the Academic Council and the University Committee on Committees (UCOC) only).

Role of the Academic Assembly Vice Chair/Council Vice Chair (Referred to herein as Council Vice Chair)

In the absence or disability of the Academic Council Chair, the Academic Council Vice Chair assumes the duties and responsibilities of the Council Chair. As Faculty Representative to the Regents, the Council Vice Chair is an advisory member of Regents Standing Committees (as assigned) and, along with the Council Chair, communicates the faculty perspective to the Board. With the exception of UCR&J, the Council Vice Chair is also an *ex officio* member of all Special and Standing Committees (with voting rights on the Academic Council and UCOC only).

Role of the Executive Director

The Executive Director is the chief administrative officer of the Senate and the main policy consultant for the Assembly, the Academic Council and the Special and Standing Committees. As such, the Executive Director is copied on all Senate-related (non-personal) email communications and requests directed to the Council Chair and Vice Chair. The Executive Director leads the staff in providing the administrative and analytical support for the Senate leadership and committees, and is responsible for the oversight of the Senate's budget and other resources. The Executive Director is also responsible for ensuring that committees are provided with the resources they need to function effectively. All questions and concerns about committee resources are directed to the Executive Director.

IV. COMMITTEE CONSULTANTS AND GUESTS

UCOP Consultants

Most Special or Standing Committees have one or more consultants from the UC Office of the President (UCOP) who attend meetings to advise and report to members. The committee sets the attendance protocols of its "approved" UCOP consultants (and other non-members). "Approved" consultants are UCOP staff who have been authorized by their department heads and approved by the Committee Chair and Council Chair to consult with faculty members on University matters. As approved consultants, their names appear on the committee's roster. If a committee wishes to add or change a UCOP consultant, the Committee Chair should submit an email request to the Council Chair through the Executive Director explaining how the change (or addition) would benefit the committee. If the Council Chair approves, the request will be submitted to the relevant UCOP department head. Chairs are reminded that UCOP consultants and non-member participants are a valuable resource for the Senate's committees, but they are not members and do not need to attend *every* meeting or be present during an entire meeting. UCOP consultants are responsible for any expenses they may incur to attend a Senate committee meeting.

Non-Approved Consultants and Guests

Committee Chairs, members and UCOP consultants may not invite unapproved consultants or guests to a committee meeting without the prior approval of the Council Chair. Requests to invite such participants must be submitted by the Committee Chair to the Council Chair through the Executive Director. Anticipated travel reimbursements must be pre-approved by the Executive Director.

Committee Chairs and/or Members Who Serve as Consultants

Special or Standing Committee Chairs and members who are asked to represent the Systemwide Academic Senate or Academic Council at systemwide administrative meetings, campus meetings, other Special or Standing committee meetings or at Legislative hearings may do so only if specifically appointed to represent the Senate by the Council Chair or, if applicable, the University Committee on Committees (UCOC). Appointees must contact the Executive Director in advance of their participation to clarify how their travel expenses will be reimbursed.

V. COMMITTEE ALTERNATES

Alternates

Committee members who cannot attend a meeting are *required* to inform their local Senate office so that an alternate representative can be named. The Divisional Senate office should be reminded that Senate members who hold an administrative position higher than department chair are not eligible to serve as an alternate member on a Standing or Special Committee of the Assembly, and department chairs may not serve as an alternate member on UCAP, UCAF or UCP&T ([SB 128.H](#)). Committee members are encouraged to ask their Divisional Senate offices to identify a “permanent” alternate/s at the beginning of the academic year to ensure that their campus is always represented at meetings.

Contact information for Divisional Senate offices is on the web at:

<http://www.universityofcalifornia.edu/senate/links.html>

VI. STUDENT REPRESENTATIVES

Role of Student Representatives

The Systemwide Office of Student Affairs, in coordination with its campus counterparts, provides opportunities for both undergraduate and graduate students to participate in the deliberations of selected committees of the Senate, in accordance with the [Senate Bylaw 128.E](#). Interested students are appointed for a one-year term and attend meetings as non-voting participants. Student representatives are encouraged to solicit comments from their peers on the student-related issues that are taken under review by their respective committees. Student representatives are typically excluded from deliberations that are carried out in executive session, but may be invited to participate on the [majority vote](#) of the committee.

VII. EXECUTIVE SESSIONS AND CONFIDENTIALTY ISSUES

Closed (Executive) Sessions

Chairs are encouraged to designate time on every meeting’s agenda for a “[closed session](#)” – members only (also referred to as an “executive session”.) By [majority vote](#), Committee Chairs and members may call for an executive session at any time during a meeting. Consultants, guests and student representatives may participate in an executive session only by the express invitation of the

committee as determined by a majority vote. Proceedings of executive sessions are not tape-recorded or included in the minutes.

Confidential Discussions and Documents

When confidential discussions take place during a meeting or documents circulated that are considered confidential in nature, it is the responsibility of the Committee Chair to make certain that members, consultants, guests and student representatives understand that this information is not to be shared with their constituents or anyone outside of the meeting. To add clarification, all committee agendas, working papers and other resource documents are labeled confidential and privileged materials for the sole use of the intended recipient. Any review or distribution by others is strictly prohibited, unless the document has already been widely distributed, such as a proposal or report undergoing a systemwide review.

Reporting on the Meetings of Other Special or Standing Committees and UCOP meetings

Committee Chairs frequently brief their committee members on the proceedings of other Senate meetings or UCOP administrative meetings they attend in their role as Special or Standing Committee Chairs. Chairs are cautioned not to convey information from executive sessions, closed sessions, or off-record discussions. If a Committee Chair is uncertain as to the nature of a discussion, he/she should check with the meeting staff or chair. Keeping in mind that the approved minutes serve as the official record of any Senate proceedings, Committee Chairs are strongly urged to give oral briefings (as opposed to email reports) and refer those wanting more detailed information to the approved minutes, which are posted on the relevant committee's web page. These safeguards will help provide assurances to UCOP senior management, consultants and others that the Senate guards and respects the mutual exchange of confidential information.

Recipients of Committee Agendas and Working Documents

Distribution of committee agendas, draft minutes, and "in progress" proposals and reports is restricted to committee members (including *ex officio* members), student representatives, and approved committee consultants and agenda recipients. Both the Committee Chair and the Council Chair/Executive Director must approve any exception to these distribution rules.

VIII. SYSTEMWIDE SENATE REVIEW PROCESS

Overview

The Senate review process forms a significant part of the faculty's role in shared governance. A committee's active participation in this process is one of its chief obligations. Internal and external agencies and individuals including Standing and Special Committees of the Academic Senate, the Divisional Senates, the President, Office of the President Administration⁴, The Board of Regents ([SOR 105.1\(c\)](#)), student organizations and the Intersegmental Council of Academic Senates (ICAS) may initiate a Senate review. Typically, a full Senate review takes place over a two to three month period and occurs in two stages, which allows the Academic Council to have both a preliminary and final discussion* before coming to consensus on a recommendation. The two-stage process also

⁴ Administrative requests for a Systemwide review of new and proposed revisions to the Academic Personnel Manual (APM) occur in two stages. The draft proposal is first sent out for an "informal" review to determine its merits and identify desired changes. Based on the responses received, the draft proposal is revised and sent out for a "formal" or final review with a request for approval.

* There can be more than one preliminary and/or final discussion, as an issue warrants.

informs the divisional discussions by giving them the benefit of the committees' deliberations. (For a flow chart of the review process, see Appendix A.)

Requests for Senate Review

When the Council Chair receives a request for a Senate review, the Chair, in consultation with the Academic Council, decides if the draft policy document requires a Senate-wide review, or if it should be directed to specified Standing or Special Committee/s. If a Senate-wide review is recommended, the Chair simultaneously sends it forward to all Standing Committees (and Special Committees as appropriate), and to the Chairs of the Divisional Senates with a requested date for when their comments and/or recommendations are due to the Council Chair. For the most part, committee due dates are determined by the date the originator has indicated for a Senate response.

Committees' Participation in a Review

Each committee determines whether it wishes to opine on an issue. If it decides not to participate in the review (usually because the issue does not fall within its charge), the Committee Chair notifies the Executive Director either directly or through the Committee Analyst.

Response Due Dates

The due dates for committees are typically 4 to 6 weeks after a formal request for review is received from the Council Chair. For Divisions, the due date is 8 to 10 weeks. If a committee feels it needs more time to conduct its review, the Committee Chair submits a request to the Council Chair requesting an extension of the review period. If the originator of the draft document agrees to an extension, the Council Chair will change the due date and notify the committees. If the originator is unable to extend the review period, the Committee Chair is asked to provide a preliminary report by the original due date and submit the committee's final recommendation at the time the Divisional responses are considered.

Academic Council's Preliminary Discussion

When the Council Chair receives the committees' comment letters, the Council Analyst reviews the letters and prepares a summary of the comments/recommendations. The summary and letters, which are intended to form the basis of Council's preliminary discussion, are included with the agenda of the meeting where the item will be considered.

Academic Council's Final Discussion

When the Council Chair receives the divisional responses, the Council Analyst prepares a draft position letter for the Academic Council to consider as its final recommendation on the matter. The draft letter is based on both the committee and divisional comments, and on Council's preliminary discussion. The divisional comment letters and the draft position letter are included with the agenda of the meeting where final action is scheduled. In the final discussion, Council members either endorse the draft letter as written or withhold approval until the Council Chair modifies the letter as advised. When the requested modifications are completed, the letter is circulated to Council members for final review and approval.

Resolution

Once approved, the letter of recommendation represents the official position of the Academic Council. The Council Chair submits the letter to the originator of the draft policy, with a copy to Academic Council members. All letters are transmitted electronically, and are posted on the systemwide Senate's website "Reports and Recommendations" page, in accordance with the Systemwide Senate's Web Policy.

IX. REVIEW OF PENDING STATE AND FEDERAL LEGISLATION

The Senate leadership is frequently asked by UCOP legislative coordinators to review and comment on pending state and federal legislation that could potentially impact faculty, students and the University's teaching, research and service missions. Since these requests usually come with a short response period, the following abbreviated review process was developed to enable the Senate to have timely input on these issues.

Senate Reviewers are Identified

At the beginning of the academic year, the Council Chair asks each of the Standing Committee Chairs to identify one or more of their committee members who would be willing to review and comment on pending legislation, as requested. In addition to the standby reviewers, the Council Chair also seeks comments from other faculty members who, because of their expertise and/or experience in a particular area, are able to provide a greater insight on specific issues that might be contained in a bill.

Comments are Requested from Reviewers

When a request for Senate comment is received, the legislative analyst, in consultation with the Council Chair, identifies and forwards it to the appropriate Senate reviewers. For example, legislation concerning policies on admissions would be sent to the reviewers serving on the Board of Admissions and Relations with Schools, the Coordinating Committee of Graduate Affairs, and the University Committee on Educational Policy. Depending on the issues involved, reviewers serving on the Committee on Planning and Budget or the Committee on Affirmative Action and Diversity might also be asked to comment. The reviewers are asked to respond by a specified due date – typically within three to four days time, but usually not later than a week.

A Proposed Response is Drafted

The legislative analyst formulates a response based on the comments received from the reviewers and his/her own research and analysis, and submits it to the Council Chair and/or Council Vice Chair for review and approval.

The Final Response is Submitted

When the Council Chair and/or Vice Chair approve the draft response, it is forwarded by the legislative analyst to the appropriate UCOP legislative coordinator, with a copy to all of the contributing reviewers.

X. ROLE OF THE SYSTEMWIDE SENATE STAFF

Role of the Committee/Senior Policy Analyst

The primary responsibility of the Committee/Senior Policy Analyst is to serve as the liaison between the Committee Chair and the Chair of the Academic Council, the Executive Director, and UCOP Consultants and staff. The Analyst keeps abreast of issues that fall within the charge of the committee; suggests agenda items; drafts agendas; recommends, contacts and schedules consultants; records and drafts minutes of the meetings; follows up on action items; drafts the committee's recommendations and policy statements; drafts the committee's Annual Report; and advises on the proper vetting of proposals as outlined in systemwide policy. The Committee/Senior Policy Analyst works with the Committee Chair and members to ensure that the committee's reports and policy recommendations are submitted to the Council Chair by the date requested, and that the Council Chair is kept fully informed about the committee's activities. The Analyst also works with the Chair and/or

committee members to produce reports and/or articles on issues of interest to the general faculty. With the approval of the Council Chair and Executive Director, the articles and reports may be published in [*The Senate Source*](#), the Systemwide Senate's newsletter. Committee/Senior Policy Analysts are expected to carry out their responsibilities in accordance with the guidelines set forth in the Systemwide Senate Committee/Senior Policy Analyst Handbook.

Role of the Policy Analysts

One Committee/Senior Policy Analyst and the Associate Director attend meetings of the Academic Assembly and Council, track the progress of issues as they arise, and draft the Council's formal minutes, reviews, recommendation letters, position statements and policy documents. They also propose/draft policy on procedural matters for the Systemwide Academic Senate, and provide backup support to the Executive Director and recommend strategic approaches on a wide variety of administrative policy and communication matters.

Role of the Co-Editors

In consultation with the Assembly/Council Chair and Executive Director, the Co-Editors are responsible for the content and production of the Senate's newsletter. In addition to drafting newsletter features, the Co-Editors coordinate the submissions of Analysts and other contributors.

Role of the Legislative Analyst

The Legislative Analyst monitors new and pending state and federal legislation affecting academic policy--including admissions, enrollment, instruction, fees, financial aid, research, libraries, administrative support, salaries, benefits and intersegmental activities--to ensure that the Senate leadership is kept informed of, and has timely input on policy issues that may impact UC faculty, students and the University's teaching, research and service missions. To assist the Senate in forming its position on proposed legislation, the Analyst may ask the appropriate Senate Committee Chair/s, or their designees, to review and comment on bills or bill language. The Analyst drafts the Senate's position based on independent analysis and research, responses from the faculty reviewers and consultation with the Systemwide Senate Leadership.

Role of the Senate Administrative Support Staff

The Executive Assistant/Office Manager manages the administrative and financial functions of the Senate office and maintains the calendars of the Senate Leadership. The Senate Office Assistants' primary responsibilities are to prepare purchase orders and process bills and travel expense vouchers, and for all meeting logistics, including booking the meeting rooms and securing building passes, and for maintaining the rosters of the committees.

XI. COMMITTEE MEETINGS

Academic Senate 2008-09 Committee Meeting Schedule

An updated schedule of meetings for the 2008-09 Assembly, Academic Council, Standing Committees and Task Forces is posted on the Senate's Website at: http://www.universityofcalifornia.edu/senate/committees/Calendar_08-09.posted.pdf. Meeting dates for individual committees are included on the committee's webpage.

Setting Meeting Dates

Each committee is approved to meet a specified number of times during the academic year. The Senate Leadership and the Committee Chairs determine the dates of the meetings. Meetings are generally scheduled Monday through Friday (excluding holidays) between 10:00 am and 4:00 pm.

Requests for exceptions must be submitted to the Executive Director. **Note that the University Committee on Committees (UCOC) has adopted the policy that Chairs designate a fixed day of the week for their meetings, since this makes it easier for campus faculty to schedule and attend.**

Required Meeting Length

The length of in-person meetings should be between six and seven hours when feasible, but a minimum of five hours is required in order to justify the significant costs of convening an in-person Senate meeting. The Senate will not provide travel reimbursement for meetings lasting less than five hours. In order to cover all agenda items, it is common practice for committees to continue their discussions over the lunch period.

Eliminating Meetings

Committees are not required to use all of their designated meeting dates. In consultation with the Committee Analyst, a Committee Chair may cancel a meeting if there is insufficient business to fill five hours. As soon as the Chair decides to cancel a meeting, the Committee Analyst is responsible for immediately notifying the members, approved consultants, and the Executive Director.

Adding Meetings

If a Committee Chair wishes to add one or more meetings to the approved number during the academic year, he or she must submit a written request through the Executive Director to the Assembly/Council Chair stating why an additional meeting is necessary.

Reimbursement for Breakfast, Lunch and Dinner Meetings

Be aware that the Academic Council does not have an entertainment account. Please refer to the, [Senate Travel Regulations](#) and [Reimbursement Procedures](#), or contact the Executive Director about University/Senate policy governing reimbursement for meals.

Teleconference and Videoconference Meetings

Committees may use teleconferencing or videoconferencing in lieu of their allocated meetings. Teleconference meetings may also be convened in addition to the committee's approved meeting schedule with the consent of the Executive Director.

Meeting Venues and Logistics

With the exception of the Academic Council and Academic Assembly, all Senate meetings are held in Oakland at the UC Office of the President Franklin Street building to the extent space is available. (Meetings of the Academic Council convene across the street in the California State University, East Bay, Oakland Professional Development and Conference Center.) The administrative support staff is responsible for booking the meeting rooms, securing building passes, and making catering arrangements, based on the information provided by the Committee/Senior Policy Analyst. Dietary and other special needs should be conveyed to the Analyst, who will notify the Committee Assistant. N.B: All conference rooms in the Franklin Street UCOP building are equipped with a wireless Internet connection.

Exceptional Costs / Unapproved Costs

The Senate will not reimburse committees, subcommittees or task forces for expenses incurred in the conduct of their work unless they have been pre-approved by the Executive Director. If a committee, subcommittee or task force believes that it requires additional resources in order to fulfill its charge, a proposal containing a detailed estimate of the additional funds needed and their intended use should be submitted to Assembly/Council Chair through the Executive Director.

XII. POLICY ON FORMING SUBCOMMITTEES AND TASK FORCES

Creating a Subcommittee or Task Force

Because of potential additional costs to the Senate, a Committee Chair must request approval from the Academic Council Chair through the Executive Director to form a subcommittee or task force that requires physical meetings outside the committee's approved number. The request should include the proposed charge to the subcommittee or task force and the anticipated resources needed to support its work. A committee is free to allocate some of its approved meeting time to hold separate task force or subcommittee meetings, but the total number of meetings may not exceed the committee's specified number approved for the year. Subcommittees and task forces may hold teleconference meetings, as approved by the Executive Director.

Subcommittee and Task Force Membership

In accordance with [Senate Bylaw 128.I](#), a standing committee of the Assembly may appoint one or more subcommittees or task forces, which must always report back to the main committee, but the University Committee on Committees (UCOC) must appoint all subcommittee or task force members who are not already members of any Standing Committee of the Assembly.

XIII. POLICY ON MINUTES AND RECORDINGS OF MEETINGS

Draft Minutes

Following a meeting, the Committee/Senior Policy Analyst completes and submits to the Committee Chair and the Associate Director: 1) a list of action items or brief within 72 hours; or 2) a set of draft minutes within eight working days. The draft minutes reflect the committee's deliberations and actions, and conform to the policy governing the production of committee minutes. It is the responsibility of the Committee Chair to review the minutes and attest to their accuracy.

Recordings of Meetings

With the consent of meeting participants, meetings are digitally recorded to aid the Analyst in preparing the minutes. Recordings of meetings are not intended as the "official" record of the proceedings and are erased as soon as the Committee Chair has approved the draft minutes. **Legal concerns mandate that the Senate limit the availability of "live" recordings, and for that reason the recording is erased within a maximum of eight working days following a meeting.** Committee Chairs are asked to cooperate in this effort by immediately reviewing the draft minutes as soon as they are available for review.

XIV. DISTRIBUTION OF AGENDAS AND COMMITTEE DOCUMENTS

Distribution of Meeting Agendas, Primary Documents, and Resource Materials

All agendas for Senate Committees will be distributed via email, but will also be available on the Senate's password protected website, the Academic Senate Document Database (<http://www.universityofcalifornia.edu/senate/docs/>). It is recommended the committee members save their log-in and passwords in their browser to facilitate the use of the Academic Senate Document Database. As no hard copies of the agendas are provided, committee members are expected to print and bring a copy of the full agenda to the meeting. Alternatively, committee members may wish to bring a laptop to the meeting and access the agenda as an electronic file.

Systemwide Senate Website Policy (See Appendix C)

Each of the standing committees has a dedicated page on the Senate's website (see <http://www.universityofcalifornia.edu/senate/committees.php>). The pages contain the committee's bylaw, current roster, meeting dates, list of resources and reports, resolutions and recommendations that have been approved or officially received by the Academic Council. Since the fall of 2004, simplified agendas and approved minutes are also posted on the committees' public web pages. To view the committee pages, go to <http://www.universityofcalifornia.edu/senate> and click on "Committees."

XV. SENATE TRAVEL AND TRAVEL REIMBURSEMENT

Summary of Travel Procedures and Regulations

The "Senate" lists the rules and procedures governing Senate travel. It contains detailed information about reimbursement allowances for use of personal car, meals, lodging, etc. Please keep in mind these important points regarding travel:

- Committee members and Chairs are responsible for making their own travel arrangements.
- Committee members are urged to make travel arrangements early and take advantage of the lowest possible airfares.
- Committee members and Chairs **must use the [UCLA Travel Center](#)** to book flight reservations.
- **UC Policy requires that reimbursement forms must be submitted to the Senate office for payment within 21 days after the date(s) of travel. UCOP WILL NOT HONOR REIMBURSEMENT REQUESTS RECEIVED AFTER THIS PERIOD.**
- Overnight lodging must be pre-approved by the Executive Director, Martha Winnacker (martha.winnacker@ucop.edu). Requests should be in writing (email, usually) and include why an overnight stay is required.
- Questions regarding travel reimbursements should be directed to the Senate Office Assistant, Daniel Leung (daniel.leung@ucop.edu).

XVI. VII. CONTACT INFORMATION

Systemwide Senate Address/Phone/Fax/Web:

Academic Senate
University of California
1111 Franklin Street, 12th Floor
Oakland, CA 94607-5200
Phone: (510) 987-9143
Fax: (510) 763-0309
Systemwide Senate Website: <http://www.universityofcalifornia.edu/senate/>

Contact Information:

Name	Email Address	Phone Number
<u>Leadership</u>		
Mary Croughan, Chair	mary.croughan@ucop.edu	(510) 987-9303
Henry C. Powell, Vice Chair	henry.powell@ucop.edu	(510) 987-0711
Martha Winnacker, Executive Director	martha.winnacker@ucop.edu	(510) 987-9458

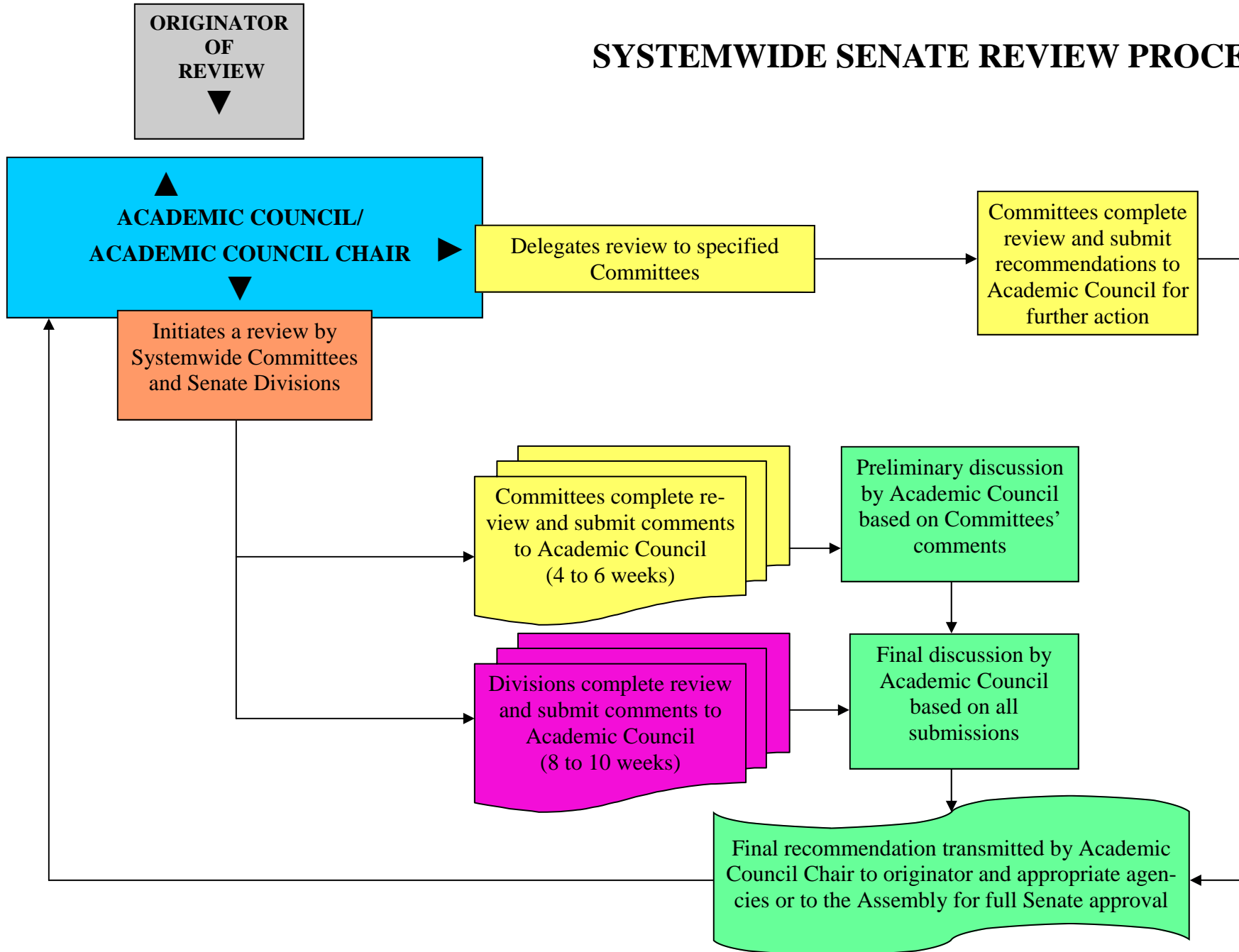
Name	Email Address	Phone Number
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Senior Policy Analysts		
Brenda Abrams	brenda.abrams@ucop.edu	(510) 987-0630
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Clare Sheridan	clare.sheridan@ucop.edu	(510) 987-9467
Eric Zárate	eric.zarate@ucop.edu	(510) 987-9466
Administrative Staff		
Tenneh Fallah, Committee Assistant	tenneh.fallah@ucop.edu	(510) 987-9136
Ka Yee Lee, Office Manager/ Executive Assistant	klee@ucop.edu	(510) 987-9143
Daniel Leung, Fiscal Assistant	daniel.leung@ucop.edu	(510) 987-0156

Divisional Senate Offices:

Contact Information for Divisional Senate Offices can be found at:

<http://www.universityofcalifornia.edu/senate/links.html>

SYSTEMWIDE SENATE REVIEW PROCESS



APPENDIX B

CLARIFICATION ON RULES OF ORDER

EXCERPTS FROM

“STURGIS STANDARD CODE OF PARLIAMENTARY PROCEDURE”

Parliamentary Authority Effective March 2005

(At its November 10, 2004 meeting, the Academic Assembly unanimously adopted “Sturgis” for all rules of order except that of *division of a Question*¹ in matters that are not covered by Senate legislation.)

Minority Reports: “If any members of a committee disagree with the report submitted by a majority of the committee members, they may submit a minority report signed by members who agree to it.” (Page 189) **Minority Rights:** “The right to present proposals, to be heard, and to oppose proposals are valued rights of all members, although the ultimate authority of decision rests with a majority, except when a higher vote is required.” (Page 8)

Agenda: “Unless the organization has a rule to the contrary, the use of even the adoption of an agenda does not preclude other items of business from being proposed, considered and decided during the meeting. An agenda is flexible, and items may be added omitted by general consent or by a majority vote. (Page 115)

Majority Vote: “A majority vote is the vote of more than half of the members voting, unless the term is otherwise qualified.” ... As a general rule, fewer than a majority should not be authorized to decide anything, and more than a majority should not be required for most decisions.” (Unless otherwise specified in the bylaws) (Page 130) “When the term “majority” is not defined and no other type of majority is specified, the law holds that a majority of the legal votes cast is required.” (Page 154)

Closed (“Executive”) Session: “...is a meeting open only to members...in which sensitive or confidential matters may be discussed and acted upon. Guests, such as witnesses, advisors, or staff, may attend only by invitation. A motion to go into closed session is privileged is not debatable or amendable, and is adopted by majority vote.” (Page 108)

Sturgis Parliamentary Procedure Motions Chart--The motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. **Incidental Motions** - no order of precedence. Arise incidentally and are decided immediately.

The Chief Purposes of Motions and **Parliamentary Strategy**

¹ For the *division of a Question*, the Assembly approved that Robert’s Rules of Order should apply. It reads “Division of a Question: “When a motion relating to a single subject contains several parts, each of which is capable of standing as a complete proposition if the others are removed, the parts can be separated to be considered and voted on as if they were distinct questions---by adoption of the motion for *Division of a Question* (or “to divide the question”).

The eight characteristics below apply only to the incidental *motion for Division of a Question*.

- Takes precedence over the main motion and over the subsidiary motion to *Postpone Indefinitely*. If applied to an amendment, it also takes precedence over that amendment...
- Can be applied to main motions and their amendments, if they are susceptible to division...
- Is out of order when another has the floor
- Must be seconded
- Is not debatable
- Is amendable
- Requires a majority vote

APPENDIX C

SYSTEMWIDE SENATE WEBSITE POLICY

Adopted by the Academic Council

July 21, 2004

The following policy on website publication of Senate documents for the Academic Council and its committees took effect on September 1, 2004. *Please note that by fall 2007 password protected sites for all standing committees will be available.*

The public section of committee websites

Committee documents to be posted are:

1. **Simplified agendas.** These include only the titles of agenda items.
 - No supporting documents associated with the agenda are to be posted publicly, but links to items that are already publicly posted may be included.
 - Explanatory agenda notes are not to be included in the posting.
2. **Approved minutes.** These are final (committee approved) minutes that cover all regular agenda items, but do not include executive session coverage.
 - Executive sessions may be covered in an addendum to the minutes, which can be posted on the committee's password protected page.
3. **Final committee reports, resolutions, recommendations, etc.** This category includes documents that either: 1) have been approved or officially received by the Academic Council (also available to the public on the "Reports and Recommendations" page of the Senate website); or 2) are under current review by Council (also available to the public on the "Issues Under Review" page of the Senate website).

The password protected section of committee website

Each committee may choose which documents to post in this section. The types of documents listed in numbers 1-4 may be posted only on a protected (non-public) site. Committee documents for posting on the password protected committee web site include but are not limited to:

1. **Full agendas.** These agendas include agenda enclosures and annotations.
2. **Approved full minutes** that include addenda of executive session coverage.
 - Committees may choose to go into executive session during the course of any meeting. The participation of consultants, visitors, and/or student representatives in an executive session is at the discretion of the committee members.
 - The extent of executive session coverage is discretionary and may vary according to topics under consideration.
3. **Sensitive material** (as determined by the committee).
4. **Committee working documents.** These include drafts that are either internal to the committee or are under outside review but not yet finalized by the committee.
5. **Committee finalized documents.** These are reports, recommendations, letters, position papers, etc., that have been approved by the committee and may or may not have been submitted to or approved or received by Council. Note: documents that have been submitted to Council for review will have been publicly posted in the "under review" section of the website.