



PROPOSED

Standing Rules

October 2019

The State University of New York

KEY

All text is either (1) uncommented and black (only **Headings**), (2) commented with the corresponding source, and/or (3) red or orange to indicate a change or addition.

Minor changes in wording that do NOT imply a change in meaning are not highlighted.

Orange text indicates minor changes, which DO change the meaning, but in a way that reflects current practice.

Red text indicates major wording differences, which change the meaning to deviate from current practice.

In the proposed documents, text that is colored and uncommented indicates an addition.

STANDING RULES

[Explanatory Note: Standing rules are adopted, amended, and rescinded in the same way as regular motions. Specifically, they are amended or rescinded by a two-thirds vote, or by a majority vote after notice, or by a vote of a majority of the full Senate membership. They may be suspended by a majority vote when the effect of the suspension is within a single meeting.]

I. ESTABLISHMENT AND PURPOSES (reserved)

II. MEMBERSHIP (reserved)

III. OFFICERS (reserved)

IV. ORGANIZATION

1. Sectors (reserved)

2. Committees (reserved)

(a) Standing Committee Chair Appointment

- i. Standing Committee chairs are appointed annually by the Executive Committee. A chair need not be a Senator. The Executive Committee shall take committee experience into account.
- ii. Co-chairs may be appointed when special circumstances warrant.

Commented [1]: OLD GUIDELINES D.2.e•3

Commented [2]: OLD GUIDELINES D.2.e•5

(b) Committee Operations

- i. Committees may organize subcommittees. Activities and deliverables from a subcommittee require approval of a majority of the full committee.
- ii. All action items, reports, and activities must be approved by the committee before being reported out or acted upon by the Executive Committee or the Senate.
- iii. The committee report for the fall plenary must include the action plans formed at the fall planning meeting.

Commented [3]: OLD GUIDELINES D.2.a•3

Commented [4]: OLD GUIDELINES D.2.a•4

Commented [5]: OLD INTRO E.2•4

3. Campus Governance Leaders (reserved)

V. SCOPE AND FUNCTIONS (reserved)

VI. DUTIES AND RESPONSIBILITIES

1. Senators and Alternate Senators (reserved)

2. President

- (a) Inform the Chancellor's office of the dates of upcoming plenary meetings and events.
- (b) During the fall planning meeting, briefs committee chairs on the current priorities of the Executive Committee and coordinates annual work plans among the committees.

Commented [6]: OLD GUIDELINES B.2•1

Commented [7]: see OLD GUIDELINES D.2.c•1

3. Vice President/Secretary

- (a) Coordinates action items from the standing committees to avoid a legislative logjam at plenary meetings.

4. Sector Representatives and Convener of the Campus Governance Leaders

- (a) Within two weeks of each plenary, deliver to the Senate office and Vice President/Secretary a publishable copy of the report of the sector meetings.
- (b) Distribute a copy of each report to all members of that sector.

Commented [8]: OLD GUIDELINES A•4•(4,5)

5. Committee Chairs

- (a) Notify the Senate office of the time and place of all committee and subcommittee meetings.
- (b) Deliver oral reports at the fall planning meeting, and as scheduled or requested at each plenary.

Commented [9]: OLD GUIDELINES D.2.b•2

Commented [10]: see OLD GUIDELINES D.2.c•1

6. Executive Committee (reserved)

VII. MEETINGS

1. Meetings

Commented [11]: OLD GUIDELINES D.f•2, NEW BYLAWS VI.5(e), see NEW BYLAWS VIII.1(b)

- (a) *Agenda* (reserved)
 - (b) *Floor Resolutions* (reserved)
 - (c) *Regular Meetings of the Senate.* There are three plenary meetings of the Senate each year, all face-to-face.
 - (d) *Fall Planning Meeting.* The fall planning meeting is attended by all committee members and others by invitation.
 - (e) *Regular Meetings of the Executive Committee.* The Executive Committee meets in a summer planning meeting and prior to the fall planning meeting and each plenary meeting.
 - (f) The President prepares a preliminary calendar of these meetings at least a year in advance, subject to approval by the Executive Committee. The annual schedule is posted on the Senate website.
2. *Special Meetings of the Senate* (reserved)
 3. *Special Meetings of the Executive Committee* (reserved)
 4. *Committee Meetings.* A committee may approve any motion (e.g., to forward a resolution or approve a report) outside of a meeting under the following conditions.
 - (a) Amendments to such motions are not permitted, and
 - (b) Seventy two hours have elapsed since the chair has sent the full text of the motion to all committee members by either voice or electronic communication, and
 - (c) A favorable vote is received, by either voice or electronic communication, from two thirds of those voting, and
 - (d) Seventy two hours after the motion has been sent to all committee members, non-responding members are considered to have abstained, and
 - (e) The committee chair includes a tally of the vote (separately counting responding and non-responding abstentions) in the written committee report for the upcoming Senate plenary meeting, or in an addendum to it if the vote takes place too late to be included.

Commented [12]: OLD INTRO E.2¶1

Commented [13]: OLD INTRO E.1¶1

Commented [14]: OLD GUIDELINES E•1

Commented [15]: OLD GUIDELINES B.3•1

VIII. REPORTS AND RESOLUTIONS

1. *Reports* (reserved)
2. *Resolutions*
 - (a) The Vice President/Secretary shall set the deadline for submission of proposed resolutions for Executive Committee review.
 - (b) After Executive Committee review, committee chairs, sector representatives, and the Convener of the Campus Governance Leaders may modify resolutions from their body without consultation if they judge the modifications to be in accordance with the body's intent.

IX. NOMINATIONS AND ELECTIONS

1. *Composition of the Nominations and Elections Committee* (reserved)
2. *Elections* (reserved)
3. *Nominations and Campaign Procedures*
 - (a) The Nominations and Elections Committee Chair will be the primary contact between the nominees and the UFS officers, senators, alternate senators, committee chairs, and campus governance leaders throughout the campaign. All correspondence must be copied to the Senate office to maintain records and to ensure follow-up.
 - (b) The Nominations and Elections Committee Chair is responsible for the distribution of the statements of interest and curricula vitae to all UFS officers, senators, alternate senators, committee chairs, and campus governance leaders.
 - (c) The Nominations and Elections Committee oversees campaigning and electioneering.
 - i. Candidates are limited to sending out one broadcast email to all senators, committee chairs, and campus governance leaders only after the distribution of statements of interest.

Commented [16]: OLD GUIDELINES J•7

Commented [17]: OLD GUIDELINES J•2

ii. Candidates may reply to questions privately on an individual basis.

iii. No additional campaigning shall be allowed.

(d) The Nominations and Elections Committee Chair is responsible for facilitating the question and answer panel at the Plenary, ensuring that candidates are treated equitably. Plenary agenda time allotted will be no more than 15 minutes times the number of candidates.

4. *Elections of Officers* (reserved)

5. *Sector Representatives and Convener of the Campus Governance Leaders* (reserved)

X. DISCIPLINARY PROCEDURES (reserved)

XI. PARLIAMENTARY AUTHORITY (reserved)

XII. ADOPTION AND AMENDMENT (reserved)

Commented [18]: OLD GUIDELINES J-5

Commented [19]: OLD GUIDELINES J-4