

ARTICLE IX. RULES OF THE CIVIL SERVICE SENATE (Changes to this article are subject to vote only by the Civil Service Senate)

1. Organization

The Civil Service Senate may determine its own organization, create committees whose membership need not be limited to members of the Civil Service Senate, and adopt procedural Rules for the conduct of its business.

2. Agenda and Minutes

The Civil Service Consultative Committee shall plan the agenda for any meeting of the Civil Service Senate. The agendas shall be prepared and distributed by the Senate staff. The agendas consist of items submitted for Civil Service Senate consideration by the University Senate, the Faculty Senate, the P&A Senate, the Student Senate, a campus assembly, the Senate Consultative Committee, the Faculty Consultative Committee, the P&A Consultative Committee, the Student Consultative Committee, by any committee of the Civil Service Senate or campus assemblies, or by any member of the Civil Service Senate. At the discretion of the Civil Service Consultative Committee, the Senate Office may be instructed to include additional items on the agenda for any regular meeting of the Civil Service Senate. Items for the docket must be delivered to the Senate Office no later than two weeks prior to the date of each meeting.

The minutes of each Civil Service Senate meeting shall be available to all internal and external constituencies. The actions of Civil Service Senate meetings shall be available in like manner.

3. Amendments to the Rules

Amendments to the Civil Service Senate Rules shall be made by a majority vote of the members of the Civil Service Senate present and voting at any meeting of the Civil Service Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws

4. Seating

The meeting room shall provide a clear and definite area reserved for senators, and no non-senator (except authorized alternates and Senate staff) shall have access to this area without explicit permission from the chair. Senators and authorized alternates shall be identified in order to permit their seating to ensure accurate voting.

5. Recognition and Participation

- a. In deliberations, priority of recognition shall be given to senators over non-senators; speakers who have not spoken over those who have; alternation of pro and con on a specific issue.
- b. Any senator, upon recognition from the chair, may yield time in debate to a non-senator.
- c. In the event that a senator has yielded time to a non-senator, both shall be considered to have spoken.
- d. Speakers shall be limited to three minutes each time they are recognized.
- e. The member of a committee presenting an item on the docket who is not a member of the Civil Service Senate shall be extended all privileges associated with participation. These include

making motions in areas related to the committee report. Such a person shall not be extended the privilege of voting.

f. Members of committees of the Civil Service Senate who are not members of the Civil Service Senate shall have the privilege of speaking on reports of their committees before the Senate.

g. The usual Rules of germaneness and decorum shall apply to both senators and non-senators.

6. Meeting Procedures

a. The time limits specified on the agenda are the maximum time for debate or discussion. A motion to extend the limits of debate may be proposed on any agenda item.

b. The Civil Service Senate may not consider any amendment to a motion appearing in the printed docket unless the person making the motion has submitted the proposed amendment in writing to the Senate Office at least 48 hours before the meeting. There are two exceptions to this rule. First, the person making the motion on the docket may accept, on the floor of the Civil Service Senate, amendments they consider to be friendly. Second, the Civil Service Senate may consider such an amendment if the majority of senators present vote to do so. Before any vote is taken to consider an amendment on the floor, the person offering it must present it in writing (or, if connected to the meeting electronically, must provide specific wording) to the Chair.

c. An item of new business presented at a meeting of the Civil Service Senate by an individual member shall be referred to the Civil Service Consultative Committee for consideration and presentation at the next regular meeting of the Civil Service Senate; but such an item of business may be considered and voted on at the meeting at which it is introduced by a two-thirds majority vote of the members of the Civil Service Senate present and voting on a motion for immediate consideration (not debatable). An item on the agenda for information may be sent back to the committee reporting it, for presentation as an item for action at a later meeting, by a simple majority vote of the members of the Civil Service Senate present and voting; it may be considered for action at the meeting at which it is reported for information by a two-thirds majority vote of the members of the Civil Service Senate present and voting on a proposal for immediate consideration as an item for action.

d. The motion to table shall be debatable.

e. In the case of a tie vote, the Chair shall be entitled to vote.

f. Standing Rules of the Civil Service Senate may be suspended by simple majority vote. Rules of Order (*Robert's Rules Newly Revised*) may be suspended by a two-thirds majority vote.

**ARTICLE X. RULES FOR COMMITTEES OF THE CIVIL SERVICE SENATE
(Changes to this article are subject to vote only by the Civil Service Senate)**

1. Ex Officio Members of Civil Service Senate Committees

Ex officio representation is accorded because of, or by virtue of, a specified office. An ex officio member has rights of full participation excluding voting privileges unless otherwise indicated. Ex officio administrative members shall be appointed by the committee chair as specified in the following provision. Committee chairs who serve ex officio on other committees may designate a representative from their committees to attend in their place.

- **Civil Service Consultative**--past chair of the Civil Service Consultative Committee if they are not a current member (voting); Office of the Vice President for Human Resources (non-voting)

2. Terms of Membership, Chairing of Committees, and Removal of Members for Absences

a. Appointments to committees of the Civil Service Senate shall be made for terms of three years. Terms of committee service begin July 1 and terminate June 30. No member is eligible to serve more than two consecutive full three-year terms on any one committee, and shall be eligible for reappointment only after a one-year interval of nonmembership on that committee. No committee member is eligible to serve on more than two committees of the University Senate, the Civil Service Senate, Faculty Senate, P&A Senate, and the Student Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

b. Chair and chair-elect appointments are for one-year terms. Terms of chairs and the chair-elect begin July 1 and terminate June 30. An individual may chair only one committee of the University Senate, the Civil Service Senate, Faculty Senate, P&A Senate, and the Student Senate at a time.

c. A member of a committee (whether appointed or elected) of the Civil Service Senate shall be said to have been absent if the member does not attend a meeting for which notification was given, subject to the provisions of (1) – (3) of this section. A member of a committee of the Civil Service Senate shall forfeit membership if absent for three consecutive meetings of the committee unless excused by the chair of the committee. A member whose membership has been forfeited may appeal to the appropriate appointing authority for reinstatement.

(1) Committee members who have serious and uncontrollable factors that prevent their attendance at committee meetings for a semester may be given "excused absences" and not have the rule applied to them. If circumstances will prevent someone from attending meetings for more than a semester, the person may be asked to consider resigning and be appointed at a future time when commitments would not preclude participation.

(2) Letters of forfeiture will be sent only after the chair of the committee in question has been notified that one of the committee members has forfeited his or her seat. The committee chair may, if he or she wishes, discuss with the committee member problems with scheduling before any forfeiture letter is sent.

(3) Individuals who are going on leave may wish to take a leave of absence from their committee but resume committee participation upon their return if their term has not expired. In that case, the individuals need not be permanently replaced on a committee.

d. In those instances when a committee member makes arrangements to attend a meeting by teleconference or other technological means, and the necessary technology fails to work, that committee member will not be considered to be absent from the meeting.

3. Committee Support and Service

Support for Senate committees shall be provided by the Senate Office.

4. Support of University Governance

Department heads, chairs, deans, and faculties should recognize participation in University governance by faculty, academic staff, and civil service staff as an important and integral part of the individual's work load and supply necessary assistance and support for these activities. Similarly, faculty and administration should recognize student participation in University governance as an important and integral part of the participant's total University experience.

5. Procedures for Committees of the Civil Service Senate

a. Parliamentary authority for committees of the Civil Service Senate shall be *Robert's Rules of Order Newly Revised*, provided these *Rules* are not in conflict with the Senate Constitution or Bylaws. These *Rules* may be suspended by a two-thirds majority vote of those present and voting. Rules for Committees of the Civil Service Senate may be suspended by simple majority vote of those present and voting.

b. A quorum shall be a majority of the members (not including vacant seats).

c. Committee members may participate and vote in committee meetings through an electronic connection.

d. The chair or a committee member who voted on the prevailing side, was absent, abstained, or did not vote may move, by electronic communication, that an action taken by the committee be reconsidered. The motion to reconsider, including a proposed disposition, must be made to or by the chair within two business days after the meeting was adjourned. Committee members must vote, by electronic communication, within two business days from the time the motion to reconsider was distributed. The number of votes cast on the motion must meet or exceed the requirement for a quorum; if that number is achieved, a two-thirds majority of those voting is needed for approval of the motion to reconsider.