

## **ARTICLE VII. RULES OF THE P&A SENATE (Changes to this article are subject to vote only by the P&A Senate)**

### **1. Organization**

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

### **2. Agenda and Minutes**

The P&A Consultative Committee shall plan the agenda for any meeting of the P&A Senate, for which it serves as the executive and steering committee. The agendas shall be prepared and distributed by the Senate Office. The agendas consist of items submitted for P&A Senate consideration by the University Senate, the Faculty Senate, the Civil Service Senate, the Student Senate, a campus assembly, the Senate Consultative Committee, the Faculty Consultative Committee, the Civil Service Consultative Committee, the Student Consultative Committee, by any committee or subcommittee of the P&A Senate or campus assemblies, or by any member of the P&A Senate. At the discretion of the P&A Consultative Committee, the Senate Office may be instructed to include additional items on the agenda for any regular meeting of the P&A 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 P&A Senate meeting shall be available to all internal and external constituencies. The actions of P&A Senate meetings shall be available in like manner.

### **3. Amendments to the Rules**

Amendments to the P&A Senate Rules shall be made by a majority vote of the members of the P&A Senate present and voting at any meeting of the P&A Senate. However, the Rules cannot be amended to contravene either the Constitution or the Bylaws. If such a situation presents itself, a Constitutional or Bylaws amendment motion must be undertaken.

### **4. Seating**

The meeting room may provide a clear and definite area reserved for senators. If this is done 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 or subcommittee presenting an item on the docket who is not a member of the P&A Senate shall be extended all privileges associated with participation. These include making motions in areas related to the committee or subcommittee report. Such a person shall not be extended the privilege of voting.

f. Members of committees or subcommittee of the P&A Senate who are not members of the P&A Senate shall have the privilege of speaking on reports of their committees or subcommittee 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 P&A 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 P&A Senate, amendments they consider to be friendly. Second, the P&A 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 P&A Senate by an individual member shall be referred to the P&A Consultative Committee for consideration and presentation at the next regular meeting of the P&A 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 P&A 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 or subcommittee reporting it, for presentation as an item for action at a later meeting, by a simple majority vote of the members of the P&A 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 P&A 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 P&A 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 VIII. RULES FOR COMMITTEES AND SUBCOMMITTEES OF THE P&A SENATE (Changes to this article are subject to vote only by the P&A Senate)**

**1. Ex Officio Members of P&A 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 including 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.

- **P&A Consultative**--past chair of the P&A Consultative Committee

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

a. Appointments to committees and subcommittees of the P&A Senate shall be made for terms of one year. Terms of committee and subcommittee service begin July 1 and terminate June 30. There is no term limit for P&A Senate committee service. No committee member is eligible to serve on more than two committees of the University Senate, the P&A Senate, the Faculty Senate, the Civil Service Senate, and the Student Senate at a time. These rotation procedures and limitations do not apply to ex officio representatives.

b. Chairs are elected for one-year terms and may be reelected for no more than three consecutive years. An individual may chair only one committee of the University Senate, the P&A Senate, the Faculty Senate, the Civil Service Senate, and the Student Senate at a time. Terms of chairs begin July 1 and terminate June 30.

c. Each P&A senator and alternate is required to serve on one and not more than two P&A Senate subcommittees each year. Senators and alternates who do not choose a subcommittee by the end of September will be assigned to a committee by the Chair. Other P&A are also eligible for subcommittee service without serving in the P&A Senate. Service as a University Senate member may be used to fulfill the subcommittee service requirement but does not preclude a University Senate member from serving on one P&A Senate subcommittee.

d. A member of a committee or subcommittee (whether appointed or elected) of the P&A 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) and (2) of this section. A member of a committee or subcommittee of the P&A Senate shall forfeit membership if absent for four meetings of the committee or subcommittee in an academic year unless excused by the chair of the committee or subcommittee. A member whose membership has been forfeited may appeal to the P&A Consultative Committee for reinstatement.

(1) Committee and subcommittee members who have official class teaching responsibilities, medical issues, or other serious and uncontrollable factors that prevent their attendance at committee or subcommittee meetings for a semester should be given "excused absences" and not have the rule applied to them.

(2) Before the first meeting of each semester, the committee or subcommittee chair (or committee staff on behalf of the chair) should inquire about members' availability and should consider the possibility of changing the meeting time or rotating committee meeting times so that some members would be able to attend at least some of the meetings.

e. In those instances when a committee or subcommittee member makes arrangements to attend a meeting by teleconference or other technological means, and the necessary technology fails to work, that committee or subcommittee 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 chairs, deans, and faculties should recognize participation in University governance by faculty, P&A, 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 and Subcommittees of the P&A Senate**

a. Parliamentary authority for committees and subcommittees of the P&A 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 and Subcommittees of the P&A 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. Members may participate and vote in meetings through an electronic connection.

d. The chair or a 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 or subcommittee 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. 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.