

Academic Senate Bylaws - Proposed Changes to Article V.

Suggested deletions are ~~struck~~ and suggested additions are in red.

Rationale for changes:

- We need our bylaws to align with the Brown Act and with our current practice.
 - We need to clarify what action can be taken on items on the agenda.
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ARTICLE V: ORDER OF BUSINESS

SECTION 1:

The regular order of business of the Senate will be the agenda prepared by the Senate Executive Committee.

SECTION 2:

The following will be the order of business for all regular meetings, unless changed for a particular meeting by two-thirds of those present at a regular meeting.

- A. Call to Order.
- B. Open Forum – ~~not to exceed 15 minutes, 5 minutes maximum per speaker.~~ **not to exceed 3 minutes per person or 10 minutes per topic. Time may be extended by approval of two-thirds of those present.**
- C. Minutes – Correction and adoption of the minutes of the previous meeting.
- D. **Adjustments to the agenda - At this time, any item can be removed from the consent agenda by any senator and moved to the action agenda to allow for discussion on the item.**
- E. Reports – President's Report and other Senate committee reports.
- F. Action agenda: Items must come from the discussion agenda of a previous meeting or be carried over from a previous action agenda. ~~When an agenda item needs clarification or is large in scope, the Executive Committee, at its discretion, will provide descriptive language for informational purposes to an action agenda item.~~

- G. Consent agenda: The consent agenda will be treated collectively as one action item. At the request of any member of the Senate an item will be removed from the consent agenda to **the action agenda to** allow for discussion.
- H. Discussion agenda: Following discussion, items may be moved to the action agenda of a subsequent meeting or carried over for further discussion. ~~Discussion items not requiring action will be treated as information only. When an agenda item needs clarification or is large in scope, the Executive Committee, at its discretion, will provide descriptive language for informational purposes to a discussion agenda item.~~ **If a discussion item is marked as urgent on the agenda, it may be placed on the Action agenda for the current meeting with approval of two-thirds of those present.**
- I. Information agenda: Items placed on the information agenda may involve discussion, but **no action will be taken.**
- J. Adjournment.

SECTION 3:

~~Agenda~~—Any member of the electorate may present to the President, in writing, an item for the discussion agenda. The item must be presented not later than one week prior to the meeting. The President, in consultation with the Executive Committee, will place the item on the discussion agenda on a priority basis. **The President will notify the submitter of the date of the meeting the item will first appear on the discussion agenda, and the earliest date that the item could potentially be considered as an action item. If the submitter or the Executive Committee would like the matter to be considered as urgent and potentially approved at the first appearance, the Executive Committee will mark the item as urgent on the agenda and will schedule appropriate time for adequate consideration by the Senate.**

SECTION 4:

The Senate will have up to two retreats per academic year for the purpose of setting goals, clarifying parliamentary procedure, and discussing ongoing issues of concern to the Senate. No action on any item will be taken at a retreat. All meetings of the Academic Senate, including retreats, will comply with the requirements of the Brown Act.