

Chapter 3335-19

BYLAWS OF THE UNIVERSITY SENATE
(Authorized in rule 3335-5-45 of the Administrative Code)

3335-19-01 Rules of order.

Unless otherwise indicated, all meetings of the senate (throughout these bylaws the word "senate" shall be taken to mean the university senate) shall be conducted in accordance with the latest revision of "Robert's Rules of Order." (B/T 6/7/2005)

3335-19-02 Meetings.

- (A) Regular meetings of the senate shall be held during the autumn, winter, and spring quarters. In the spring quarter each year the program committee shall recommend and the senate shall adopt and publish the schedule of regular meetings for the following academic year. This schedule shall include at least seven meetings spread over the academic year. Scheduled meetings may be cancelled by the program committee when deemed appropriate.
- (B) Special meetings of the senate shall be scheduled upon:
 - (1) Majority vote of senate members present and voting at any meeting, or
 - (2) Call of the president of the university, or
 - (3) Call of the steering committee, or
 - (4) Petition signed by at least twenty-five regular voting members of the senate and presented to the secretary of the university senate.
- (C) If the petition requesting a special meeting specifically requests a meeting at the earliest date and is transmitted with the necessary supporting material for distribution to the membership, then a special meeting shall be called within eight days of receipt of the petition by the secretary of the university senate.
- (D) Written notice of the time and place of the meeting, the order of business, and copies of any substantive proposals shall be sent to all members and alternate members at least seven days prior to the senate meeting.
- (E) At a time of emergency the president shall have authority to call a special meeting without written notice.
- (F) All senate meetings shall be open to the public.

Senate revision April 13, 1985
Senate revision January 30, 1988
Senate revision May 5, 2001

3335-19-03 Agenda.

- (A) Every meeting of the senate shall have an agenda. The agenda shall include the time and place of the meeting, order of business, and copies of any substantive proposals.
- (B) The program committee shall establish the agenda for all regular meetings. For this purpose, the program committee

- (1) Shall receive proposals for senate action or other presentations to the senate from any committee of the senate, or university committee or council, or member of the senate, or any member of the university community.
- (2) Shall refer all substantive proposals for senate action to appropriate committees for review prior to entering them in an agenda, unless the proposal has been generated in such committee and has been so treated.
- (3) Shall, as soon as practicable, include in the agenda of a regular meeting all items submitted by any committee of the senate, or university committee or council, or member of the senate.
- (4) Shall set the agenda so that the scheduled business can be disposed of in a meeting of reasonable duration.
- (5) Shall include with each agenda an estimate of the time necessary to complete the regularly scheduled business of the senate.
- (6) May advise the senate or steering committee of the apparent need for a special meeting.

In special meetings, the specific purpose set by the initiators of the special meetings shall take precedence over all others. Additional agenda items established by the program committee may follow if time permits.

- (C) The secretary of the university senate shall send and make available electronically copies of the agenda for all senate meetings to all members and alternate members at least seven days prior to the meeting.

Senate revision January 30, 1988
Senate revision June 3, 2000

3335-19-04 Order of business.

- (A) The order of business for all meetings shall be as set forth in the agenda, except that the order of business and allocation of time may be altered by an action approved in the meeting. Upon completion of the business described in the agenda, the regular meetings shall proceed in the following order:
 - (1) Unfinished business
 - (2) New business
 - (3) Comments and announcements
 - (4) Adjournment
- (B) A special meeting shall be limited to the purposes stated in its agenda.

3335-19-05 Floor privileges.

Proposals, measures, and resolutions shall be introduced on the senate floor by members of the senate only. Members of the university community who are not members of the senate may be granted the right to speak, but not to vote, on matters before the senate. When a request is made for this privilege, the chair shall ask the senate for objections and, hearing none, shall grant permission to speak. If objections are raised, the privilege shall be extended only by an action of the senate.

3335-19-06 Quorum and voting.

- (A) A simple majority of the voting membership of the senate shall constitute a quorum for the conduct of the senate's business. The same quorum, a simple majority, shall be required of each committee of the senate.
- (B) Action by the senate shall be by a majority of members present and voting and shall normally be by voice vote, except as otherwise required by these rules or by the latest revision of "Robert's Rules of Order."
- (C) When a division of the senate is taken, the chair shall include the division when announcing the results. (B/T 6/7/2005)

Senate Revision April 6, 1991

3335-19-07 Proposals for senate action.

- (A) Proposals for senate action shall be classified as either routine or substantive, and treated accordingly.
- (B) Routine proposals are those that do not establish or alter university policies, such as approval of the minutes or acceptance of reports or appointment of committee personnel, and include the call of a special meeting. Such proposals may be introduced and acted upon in any meeting, subject only to the test of germaneness.
- (C) Substantive proposals are those that establish or alter an academic program of study, or rules or bylaws within the senate's purview. Substantive proposals shall be:
 - (1) Submitted to the program committee in the complete and exact form intended for senate debate and adoption, and shall be processed by the program committee following rule 3335-19-03 of the Administrative Code, except that proposals for presentation at a special meeting need not be submitted to the program committee. If a substantive proposal is referred to a committee by the program committee or by the senate, and any subsequent suggested changes are not acceptable to the originators of the proposal, then the program committee shall place the original proposal and the suggested changes in the same agenda.
 - (2) Sent to all members and alternate members of the senate as part of the agenda at least seven days prior to the meeting.
 - (3) Moved and seconded by members of the senate and then opened for floor debate. The proposal may then be amended, referred to committee in whole or in part, tabled, postponed, divided, and/or adopted or rejected.
 - (a) Amendments offered in floor debate are classified as minor or substantive. A substantive amendment alters the sense or strength of the original proposal. Determination of the status of an amendment is made by ruling of the chair or by vote of the senate. Classification may be made at the time a motion to amend has been made and seconded or after the senate has voted affirmatively in favor of the motion to amend.
 - (b) If a motion from the floor is passed and is declared to be substantive, it cannot become effective until the next meeting of the senate. At that time it must be reconsidered, unless the committee which submitted the original proposal has requested a continuation from the program committee. In case of a continuation, the program committee shall, as soon as practicable, place the amendment on the agenda for reconsideration. The committee which submitted the original proposal shall be afforded the opportunity to present arguments against the amendment or

to move substitute language for the amendment at the time of reconsideration. If substitute language is approved by the senate, the amendment as modified will become effective at that time. If substitute language is defeated or is not presented, the senate shall vote on reaffirmation of the amendment in the form originally passed except for possible changes of a purely editorial nature. The amendment may be reaffirmed and become effective at that time or it may be defeated. (This section may be set aside by a successful motion to suspend the bylaws of the senate as prescribed in paragraph (C) of rule 3335-19-13 of the Administrative Code.)

- (D) Substitute statements or suggested amendments which are included in an original proposal and distributed in an agenda shall each be acted upon as a substantive proposal.
- (E) Substitute statements or suggested amendments proposed by any senate or university committee or by any member of the senate, shall be received by the program committee and shall be scheduled in the same agenda as the original proposal.
- (F) Prior to a senate vote a proposal that establishes or alters rules or bylaws within the senate's purview shall be reviewed by the rules committee, which may recommend changes in accordance with paragraph (B)(4) of rule 3335-5-47.3 of the Administrative Code.

Senate revision November 13, 1982
Senate revision December 6, 1986
Senate revision April 4, 1987
Senate revision May 5, 2001

3335-19-08 Reports.

- (A) Any member(s) of any committee of the senate may report on any matter before the committee. A report by a minority of one may be denied a hearing by vote of two-thirds of the members of the senate present. A majority of the members of the senate present and voting may require a standing committee to report at the next regular meeting of the senate.
- (B) Written notification of intent to present a report shall be submitted to the program committee at least twelve days preceding the senate meeting. The program committee shall decide whether a written report is required to be included with the senate agenda mailing.
- (C) Reports on which no senate action other than acceptance is requested, may be distributed with the agenda and presented by the secretary of the university senate by reporting the title, source, and date of receipt. If an oral presentation of a written report is to be made at the senate meeting, such oral presentation shall be limited to a short summary of the written report and to responses to questions concerning the report from members of the senate.
- (D) Reports for which written versions are not required by the program committee may be included on the senate agenda. The secretary of the university senate shall be provided with a written synopsis when the report is presented.

Senate revision April 12, 1980
Senate revision June 7, 1980

3335-19-09 Office of the university senate.

There shall be a permanent office of the university senate, administered by the secretary of the university senate, to facilitate the orderly conduct of the meetings of the senate and the work of the committees of the senate. The office shall also be responsible for maintaining liaison between the senate and university committees. The staff shall consist of the secretary of the university senate and at least one full-time recording secretary.

3335-19-10 Attendance.

Members of the senate shall attempt to avoid conflicts between their academic schedule and the meetings of the senate and related committees. In the event of unavoidable conflict, it is expected the members will choose that resolution most favorable to their academic obligations. All members are expected to arrange for attendance by an alternate member at those senate meetings the member is unable to attend.

3335-19-11 Minutes and reports of senate meetings.

- (A) Official minutes of the senate meetings shall be taken and kept by the secretary of the university senate. A secretary's report of action taken at each meeting of the senate shall be sent to all members and alternate members after each meeting, and approved by senate action in a subsequent meeting.
- (B) The official record and minutes of all senate meetings shall be those "Secretary's Reports on Actions of the Senate," together with the appropriate supporting and reference documents, as have been submitted to and accepted by the senate. The secretary shall also have taken and have preserved, for reference purposes, verbatim electronic sound recordings of all proceedings in senate meetings.

Senate revision January 30, 1988

3335-19-12 Transmittal and record of senate actions.

- (A) The secretary of the university senate shall transmit the results of senate actions to the president, board of trustees, and other appropriate agencies.
- (B) The secretary shall maintain and periodically communicate to the members and alternate members of the senate and to the university faculty a record of those actions of the senate having continuing effect, and not published in the "Rules of the University Faculty."
 - (1) At least once each year the secretary shall send a summary of such actions to all members and alternate members of the senate.
 - (2) A permanent record of such actions shall be maintained in the office of the university senate. This record shall be available for review by any member of the university community.

Senate revision November 13, 1982

Senate revision June 6, 1987

3335-19-13 Amendments and suspensions.

- (A) These bylaws may be amended as provided for in rule 3335-5-45 of the Administrative Code. Such proposals shall be substantive proposals (Rule 3335-19-07 of the Administrative Code) and shall be introduced in the agenda of a regular or special meeting.
- (B) The secretary of the university senate, with the concurrence of the rules committee, is entrusted to make non-substantive emendations in diction and grammar, and is authorized

to change titles of administrative offices, administrative officers, academic units, or student constituent groups in these bylaws following appropriate action on these title changes by the senate or the board of trustees.

- (C) These bylaws may be suspended for a single and designated purpose. A proposal to suspend a provision of the bylaws may be introduced and acted upon in the same meeting, as a routine proposal, provided that the suspension shall be germane to only one specific proposal, and the suspension is affirmed by a two-thirds vote.

Senate adoption October 9, 1976

Amended May 20, 1978

Amended March 8, 1986

Amended May 3, 1996