

## Revisions to Senate By-Laws

### 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."

(Board approval dates: 3/13/1978, 7/30/2001, 8/1/2005)

### 3335-19-02 Meetings.

(A) Regular meetings of the senate shall be held during the autumn and spring semesters. In the spring semester each year the steering 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. The schedule shall make every effort to avoid meetings on days of major religious observances. Scheduled meetings may be cancelled by the steering committee when deemed appropriate.

(B) Meetings of the senate shall be held in-person, virtually, or in a hybrid format. Acceptable means of virtual participation include teleconferencing or videoconferencing that allows verification of identity and permits full participation in meetings.

~~(C)~~(C) 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 voting members of the senate and presented to the secretary of the university senate.

~~(D)~~(D) 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.

~~(E)~~(E) Written notice of the time and place of regular and special meetings, the order of business, and copies of any substantive proposals shall be sent to all members and alternate members at least five days prior to the senate meeting.

~~(F)~~(F) At a time of emergency the president shall have authority to call a special meeting without a five day advance notice.

(FG) All senate meetings shall be open to the public.

(Prior effective dates: 2/19/1988, 7/30/2001, 7/30/2010; Board approval dates: 6/22/2012, 6/6/2014, 2/27/2020)

### **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 steering committee shall establish the agenda for all regular meetings. For this purpose, the steering committee

1. Shall receive through the university senate office 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 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 steering 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 five days prior to the meeting.

(Board approval dates: 3/13/1978, 11/28/1983, 2/19/1988, 1/7/2001, 7/30/2010, 4/6/2018)

#### **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.

(Board approval date: 3/13/1978)

#### **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.

(Board approval date: 3/13/1978)

#### **3335-19-06 Quorum and voting.**

(A) A simple majority of the voting membership of the senate, **whether attending in person or virtually**, shall constitute a quorum for the conduct of the senate's business.

(B) Action by the senate shall be by vote of 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) In alignment with Robert's Rules of Order, when a division of the senate is taken, the chair shall include the division when announcing the results.~~

(Board approval dates: 3/13/1978, 5/25/1991, 8/1/2005)

### **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 university senate office in the complete and exact form intended for senate debate and adoption, and shall be processed by the steering 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 steering committee. If a substantive proposal is referred to a committee by the steering committee or by the senate, and any subsequent suggested changes are not acceptable to the originators of the proposal, then the steering 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~~five 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 steering committee. In case of a continuation, the steering 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 steering 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.

(Board approval dates: 3/13/1978, 2/6/1983, 1/15/1987, 5/3/1987, 7/30/2001, 7/30/2010)