

CLARIFY A FIVE-DAY ADVANCE SENATE AGENDA RULE

Synopsis: Seven days advance written notice for a regular senate meeting was changed to five days several years ago. This enables the Steering Committee that meets less than seven days prior to satisfy the by-law. This revision of 3335-19-02(D) enables a uniform five-day notice requirement for both regular and special meetings of the senate.

WHEREAS by-law [3335-19-03\(C\)](#) requires copies of the agenda for all senate meetings be available at least five days prior to the meeting; and

WHEREAS five days prior notice enables the steering committee to set the agenda at their meeting that typically is scheduled less than seven but more than five days in advance; and

WHEREAS by-law 3335-19-02(D) should comport to the five-day requirement as applied to both regular and special meetings of the senate; and

WHEREAS an emergency meeting called by the president should not require a five-day advance notice; and

WHEREAS the Rules Committee approved this resolution and proposal on January 13, 2020;

NOW THEREFORE BE IT RESOLVED, That a change of seven days to five days for written notice of a special or a regular meeting of the senate be approved by the University Senate and respectfully request concurrence of the Board of Trustees effective upon approval by the Board of Trustees.