

**To: Katherine McCormick, Chair Senate Council and
Members of the University Senate Council**

**From: Davy Jones, Chair,
Senate Rules & Elections Committee**

Re: Proposed revision to SR 1.2.3 “Meetings (When Senate Rules Take Effect/see inserted text)”

Date: 03/21/18

At the 3/2/18 meeting of the Senate Rules and Elections Committee (SREC), the following language is proposed to SR 1.2.3. This revision was in response to a Senate Council request that SREC codify language for when Senate Rules take effect. The proposed effective date is April 23, 2018, pending approval at the University Senate that date.

SR 1.0 The University Senate

1.2.3 MEETINGS

The Senate shall hold regular meetings on the second Monday of each month during the academic year except that when the second Monday is during a period when classes are not in session, the Senate Council may decide to eliminate the regular meeting for that month or to call it upon another date. Special meetings shall be held after adequate notice by the Secretary of the Senate, on the call of the President, of the Senate Council or on the written request of ten (10) elected members. The Senate may adjourn any regular or special meeting to any date that it may set for such adjournment.

Any University employee or student may attend a meeting of the Senate as a visitor and may request the privilege of the floor (GR IV.B).

The meetings of the Senate and its councils and committees shall be open to the public, except that at any meeting the Senate or a council or committee may declare itself in executive session, and thereby exclude all visitors by a majority vote of the members present, subject to the limitations and procedures of the Kentucky Open Meetings Law (KRS 61.800-KRS 61.850).

The Senate Council shall prepare agendas for regular Senate meetings. Any student, faculty member or administrator may present a written recommendation for Senate action to the Senate Council. The Senate Council may refer it to committee or act on it itself. If referred to committee, the committee shall approve, disapprove, or modify the recommendation. The original recommendation with committee action shall be forwarded to the Senate Council. The recommendation shall be placed on the Senate agenda unless both the committee and the Senate Council determine otherwise. If the Senate Council acts on the recommendation without sending it to committee, it can decide not to place the matter on the agenda. In this situation, the recommendation may be introduced on the Senate floor if its initiator obtains either the signature of ten (10) Senators, or a petition approved by a corresponding percentage of the members of the University Faculty in the case of matters for which the elected University Faculty Senators are responsible. The agenda plus all recommendations for Senate action shall be posted on the University Senate’s Web site and circulated by e-mail to all members of the University Senate and to administrative offices that are concerned with academic affairs at least six (6) days prior to regular Senate meetings. For special meetings, as much notice as practical shall be given. (See Section I, 1.3.1.) [US: 4/12/2004]

When a document embodying a major policy decision is to be considered by the University Senate, the Senate Council may, whenever feasible, first place the document on the agenda of a meeting "for discussion only" and on the agenda of a subsequent meeting of the Senate "for action." When a document is on the floor of the Senate for discussion only, amendments may be proposed and discussed but not passed. Discussion may be terminated by consent of the body or by postponing temporarily. In addition, amendments may be submitted in writing to the Senate Council by any two members of the Senate for distribution with the agenda of the meeting at which action is to be taken.

Whenever possible, amendments or motions relative to agenda items on the floor of the Senate for action should be presented in writing to the Senate Council Chair (or other presiding officer, if different) in writing by the person(s) proposing said amendments or motions prior to the opening of the Senate meeting.

No motion may be laid on the table indefinitely.

Every policy decision or change to Senate Rules that is proposed for University Senate action shall specify an effective date.

If an effective date for a change to Senate Rules is not specified in a motion approved by the University Senate, then the Senate Council Chair shall choose the earliest effective date as he or she deems practicable after consultation with the originating unit, and he or she shall promptly report that decision with a brief rationale to the Senate Council.

If an effective date of a policy decision not involving Senate Rules was not specified in the motion approved by the University Senate or Senate Council, then the policy decision takes effect immediately.

Except where otherwise provided in these Rules, *Robert's Rules of Order: Newly Revised* shall prevail for the operation of the Senate, the Senate Council, and the Senate committees or similar Senate bodies.

Copies of approved minutes of the University Senate shall be made available on a campuswide basis electronically not later than the end of the next meeting of the Senate. The official minutes of record shall be maintained on the Senate's website. A copy of the documentation supporting each action item voted upon shall be appended to and thereby maintained with the official copy of the minutes of record. Upon request, written copies of the minutes will be made available by the Secretary of the Senate. Detailed records of electronic votes taken at meetings of the University Senate are available upon request by contacting the Office of the Senate Council. [US: 11/8/93; US: 9/14/2015; KRS 61.835]