

ARTICLE VI: Meetings

- A. The Senate shall meet at a stated time at least once each month during the academic year.
- B. ~~Regular m~~Meetings of the Senate shall ~~ordinarily~~ convene on a Friday afternoons. Meetings of Senate committees will ordinarily be scheduled during the mornings of Senate Fridays.
- C. In addition, the chair~~person~~ or the Executive Committee may convene a special meeting of the Senate at any time. ~~The chairperson shall convene a meeting on the written request of any ten delegates-senators or at the request of the President of the University. The order of business for any special meeting of the Senate shall be determined by the Chair of the Senate. The notice of a special meeting shall be sent to the members of the Senate at least one 24 hours in advance of the meeting.~~
- ~~D. Meetings of the Senate shall ordinarily convene on Friday afternoons. Meetings of Senate committees will ordinarily be scheduled during the mornings of Senate Fridays. The Senate has adopted a standard time limit of 3 hours for all regular Senate meetings, except when:~~
- ~~a. it has approved an agenda containing different time limits; or~~
 - ~~a.b. it has adopted by a majority vote a Resolution to Extend the Meeting to a specified time or by a specified period.~~
- ~~D.E.~~A quorum of the Senate shall consist of one-third of the voting membership.
- ~~E.F.~~ The chair~~person~~, Executive Committee, or the Senate by resolution shall have the power to invite any person to address the Senate.
- G. The meetings of the Senate shall ~~ordinarily~~ be open to the public.
- H. Meetings of the Senate may be conducted via online videoconferencing software provided by the University. If Senate meetings are held in person, senators and non-senators may attend via videoconferencing software provided by the University.
- a. The presence of a quorum shall be established by the online list of participating members, in addition to any members attending in person. Any member may demand a quorum count using the electronic voting system following any vote for which the announced totals add to less than a quorum.
- ~~F.I.~~ Voting in Senate meetings will be conducted electronically.
- ~~G.J.~~ In the case of inclement weather or emergency conditions causing closure of the Chancellor-led unit campus on which the Senate meeting is to be held, the Senate meeting ~~will may be cancelled or held online. Senators should check radio or Rutgers Info online announcements for campus or University closure information. When As~~ circumstances permit, the Senate executive secretary will send e-mail ~~cancellation~~ notices to senators with location updates ,and/or will leave a recorded meeting cancellation message on the Senate's voicemail.
- ~~H.K.~~ The General Order of Business at each regular Senate meeting shall be:
- a. Call to Order and Determination of a Quorum
 - b. Chair's Report
 - c. Report of the Executive Secretary: Approval of the Agenda; Approval of the Minutes; Communications
—Administrative and Special Reports
 - ~~c.d.~~
 - ~~d.e.~~ Committee Reports: Standing Committees; Ad Hoc Committees
 - ~~e.f.~~ ~~Old-Unfinished~~ Business
 - ~~f.g.~~ New Business

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~~g.—Administrative and Special Reports~~

- h. Executive Committee Report
- i. Report of the Senate Representatives to Boards of Governors and Trustees
- j. Reports of ~~Regional Chancellor-led Unit Campus~~ Faculty and Student Liaisons
- ~~k.—Adjournment~~

~~H.L.~~ The agenda, minutes, and associated committee reports are posted on the Senate website and appropriate notice sent to senators by the executive secretary before each meeting.

~~J.M.~~ All recommendations and resolutions must be distributed in advance of their consideration on the Senate floor. Reports or resolutions to be distributed with the agenda should reach the executive secretary at least ten days before the date of the Senate meeting.

~~K.N.~~ ~~Any member of the Rutgers University community may propose an issue for the Senate to investigate by submitting a University Senate Charge Proposal through the Senate website.~~ Normally, all new matters, including proposed issues, charges, ~~and~~ resolutions, are forwarded to the Executive Committee for assignment-referral to a committee, and ~~shall~~ come to the Senate floor after consideration by a Senate committee. ~~// All new matters shall be referred to committee before coming to the Senate (unless extenuating circumstances apply, as indicated under section C.4 above). The Executive Committee makes referrals to committee, when appropriate.~~

~~L.O.~~ A senator can ~~be considered only propose~~ new business at a Senate meeting if:

- a. the time available and the circumstances do not allow that the resolution go through the normal process of consideration by a committee;
- b. the resolution has been submitted in writing to the executive secretary before it is put to a vote; and
- c. the issue is pertinent to the mission of the Senate.

It shall be the responsibility of the ~~chair~~ Chair to rule on the application of these criteria prior to the Senate vote to add the item of new business to the agenda. No new business can be considered after the agenda is approved by the Senate unless by a majority vote of the Senate.

~~M.— Addition of items to the agenda after it has been issued requires a two-thirds vote. These additions are docketed under New Business.~~

~~N.— Special reports by committee chairs on behalf of committees, which have not previously been docketed on the agenda, will be added at the end of “Committee Reports” with an automatic overall time limit of ten minutes; they are not to be added under Administrative and Special Reports.~~

~~O.P.~~ Motions arising in the course of discussion The presentation of a committee reports are is assigned an automatic time limit of limited to ten minutes, in addition to the limit time for questions. ~~When a time limit is in effect, each speaker is allowed no more than three minutes.~~ More stringent time limits ~~to speakers~~ can be applied if recommended by the Executive Committee (for approval by the Senate) and indicated on the agenda. Committee chairs or representatives presenting docketed committee reports shall succinctly summarize the gist or main points of the report and the significant terms of any accompanying resolutions or recommendations to be voted on. Such presentations shall not ordinarily exceed 5 minutes for

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the body of the report, and whatever time is needed to present the motions themselves, except with the explicit leave of the ~~presiding officer~~Chair, or if the Executive Committee has prescribed different limits.

- ~~P-Q.~~ Whenever the Senate's thorough and productive consideration of a resolution or other matter before it during a meeting would benefit from further informal consultation among Senators, it shall be in order for the Chair, without the need for a motion or vote, to either:
- a. recess the meeting of the Senate for no more than 10 minutes, or
 - b. postpone consideration of the business at hand for no more than 20 minutes and use the intervening time for the presentation of reports or other items of business that do not call for discussion or action by the Senate.
 - c. The Chair shall not exercise the authority granted in this section:
 - i. more than twice during any meeting of the Senate.
 - ii. if it would prevent the Senate from completing action on items of business that it would otherwise consider.
 - d. The authority granted to the Chair under this section shall not preclude any Senator at another time from making a motion to recess or a motion to postpone that might otherwise be proper under the ordinary rules of order.

~~Q-R.~~ When possible, senators who plan to move amendment of a committee resolution should notify the committee chair~~person~~ prior to the meeting.

~~R-S.~~ Substantive amendments must be given to the executive secretary in writing before being put to a vote.

~~S.~~ Colored cards shall be distributed to senators at the sign-in desk at each Senate meeting. The cards, which shall be of a different color for each meeting in any given year, are to be raised when a hand vote is deemed necessary to signify approval, opposition, or abstention. When a written ballot is required, the paper ballots shall be distributed only to senators holding the appropriate colored card.

~~T.~~ If requested by any Senator, a secret ballot shall be conducted. All other motions for a specific voting procedure shall require a majority vote.

~~U.~~ Any senator can request to see the vote tally of any voting procedure in which votes are tallied.

~~V-T.~~ For ~~a~~Administrative reports, Executive Committee reports, board representative reports, and Chancellor-led unit liaison reports: ~~ordinarily follow the disposition of regular business requiring Senate action.~~

~~a.~~ Question-and-answer sessions following the administrative reports are open to participation by all present, and not limited to senators, in accordance with Senate rules and if time permits.

~~b.~~ Non-senators will be invited to ask their questions only after any senator wishing to ask a question has had the opportunity to do so. Senators may ask additional questions only after everyone wishing to ask a question has had the opportunity to do so.

~~a-c.~~ Time limits for question-and-answer sessions following administrative reports, Executive Committee reports, board representative reports, and Chancellor-led unit liaison reports may be set in advance by the Executive Committee or by the Chair if the Executive Committee has not done so. Individual questions are limited to two minutes each unless the Executive Committee has set a different time limit.

Commented [VH4]: No longer necessary since voting is electronic

Commented [VH5]: Added from Report on Charge S-1407 Jan. 16 2017