**Los Medanos College**

**Academic Senate Standing Rules**

1. **THE STANDING RULES**

1.1 The Standing Rules of the Academic Senate are established to facilitate the handling of the business of the Senate.

1.2 The Standing Rules shall be established for the academic year at the first regular meeting of the Senate, by majority vote of the members present.

1.3 Standing Rules may be added, amended, or deleted by a vote of a majority of the members present at a regular Senate meeting, providing that the item was on the published agenda for that meeting.

1.4 Standing Rules may be suspended for the duration of a single meeting by a two-thirds favorable vote of the members present at that meeting.

1. **THE SENATE COUNCIL**

2.1 The Senate Council shall be composed of the elected officers of the Academic Senate, including the President, Vice President, and Financial Officer.

2.2 The Senate Council shall meet at least one week in advance of each regularly scheduled meeting of the Senate in order to prepare the agenda for that meeting. The time and place of the regular meetings of the Senate Council shall be a matter of public record.

2.2 All meetings of the Senate Council shall be open to members of the college community.

1. **AGENDAS FOR MEETINGS OF THE SENATE**

3.1 The agenda for each meeting of the Senate is to be prepared by the Senate Council and distributed to the membership of the Senate and the college community at least 72 hours in advance of the meeting.

3.2 Items for submission to the Senate are to be presented to the Senate Council for action at a regular meeting.

3.3 Every Senate meeting will begin with time for public comments. Any member of the general public may address the Senate for a time not to exceed three minutes per person. This time may be extended by majority vote of the Senate.

3.4 The first order of business at a meeting of the Senate shall be approval of the agenda. The order in which items on the agenda are taken up may be rearranged by a majority vote of the members present. Items may be placed on the agenda of subsequent Senate meetings by a simple majority vote of the members present. The Senate may postpone an item to a specified future meeting.

3.5 Standing and Ad Hoc Committees of the Academic senate will submit periodic reports to the Senate. In general these reports shall be written and included in the Senate’s meeting packet. Committee chairs should provide at least one oral report per semester or as often as deemed necessary.

3.6 Routine business and items that are expected to be non-controversial and require no debate (such as committee appointments, etc.) shall be placed on the consent calendar. Items on the consent calendar may be placed on the regular agenda by request of any senator.

3.7 The following format shall be used when constructing an agenda:

A. Public Comments

B. Adoption of Agenda

C. Approval of Minutes

D. Communications and Questions

1. From Academic Senate President

2. From College President and/or Vice President

3. From Committee Chairs

E. Consent Calendar

F. Second Reading Items: Discussion/Action

G. First Reading Items: Discussion

H. Informational Items

1. **MEETINGS OF THE SENATE**

4.1 Regular meetings of the Senate shall be held alternating Mondays from 3:00 pm to 5:00 pm as determined by the Shared Governance Council. A schedule of meetings shall be maintained on the Senate’s webpage.

4.2 All meetings of the Senate shall be open to any member of the public or the college community.

4.3 The President of the Academic Senate shall preside at all Senate meetings. In the case of the President’s absence the Vice President shall preside.

4.4 The presiding officer shall not vote nor participate in debate. If the presiding officer wishes to vote or participate in debate, he/she must vacate the chair and appoint another presiding officer.

4.5 Senate business is conducted through the adoption of resolutions. In general, resolutions will be adopted using the following process:

1. **First Reading**—Ordinarily, a resolution is initially presented to the Senate as a first read item. The presentation shall be for the purpose of informing the Senate of the intent of the resolution and any needs/issues the resolution is meant to address.

During the first read, the resolution is not subject to debate or amendment. Senators may ask for clarifying information or questions and provide advice to the resolution’s sponsors.

A first read may be waived with a 2/3 majority vote.

After the first read, the resolution may either be referred to one of the Senate’s Standing Committees or placed on a subsequent agenda for a second reading.

If the resolution is not referred to committee, it will automatically be placed on the Senate’s next agenda as a second read item. (Items that do not receive a first read due to adjournment will not automatically be placed on the subsequent agenda).

If the resolution is referred to committee, it will be presented for a seconding reading once reported out of committee.

1. **Second Reading—**Second read items have been previously reported to the Senate and are ready for action. Second read items may be amended and debated following regular procedure.

During debate the original sponsor of the resolution will be recognized first. Next, the presiding officer will establish a speakers list by calling for those who wish to speak in favor and against the resolution and will call upon Senators alternatively from the list. No Senator may speak twice until all members on the speaker’s list have had a chance to speak. (Senators may respond to direct questions or requests for information during debate even if they have already spoken, but must wait until the speaker’s list is exhausted before engaging in extended dialogue a second time.)

4.6 The current edition of Robert’s Rules of Order is considered the “generally accepted” rules of parliamentary procedure.

4.7 The Senate president may, with the consent of the Senate, appoint a Parliamentarian. The Parliamentarian will have expertise in rules of order and proper procedure and will provide advice to the presiding officer during Senate meetings. The Parliamentarian may or may not be an elected member of the Senate, and she or he will not be considered a member of the Senate Council.

**5.0 ITEMS REQUIRING PRESIDENT’S SIGNATURE**

5.1 Reports, applications, and all other items that require the Academic Senate President’s signature shall be submitted with sufficient time for review by the senate.

5.2 In general such items are expected to proceed through a first reading and second reading. Senators may choose to proceed directly to a second reading by a 2/3 majority vote.

5.3 In extraordinary circumstances when the Senate cannot be consulted, the President may call a special meeting of the Senate Council to review such items. In such cases, the President will make a report of all actions taken at the next Senate meeting.

**6.0 Brown Act Compliance**

6.1 Meetings of the Academic Senate fall under the purview of the Brown Act; therefore, the Senate will comply with all requirements of the open meetings law.

6.2 Agendas for regular meetings shall be published 72 hours in advance. Agendas for special meetings shall be published 24 hours in advance.

6.3 Agendas will contain enough detail so that the general public will understand the business to be conducted at a particular meeting.

6.4 Agenda items shall be listed as either 1) information 2)information and discussion 3)discussion and action or 4) action. Some items may be listed as “potential action” or “possible action,” which signifies that the Senate may waive the rules and proceed directly to a vote. However, “possible action” items may also be postponed to a later meeting.

6.5 In general, action items are expected to proceed through a first and second reading. However, the Senate may proceed directly to a second read by a 2/3 majority vote. If the action item was properly listed on the agenda, this will not be in violation of the Brown Act.

6.6 Standing Committees created by the Academic Senate fall under the purview of the Brown Act.

6.7 Ad Hoc committees that: 1) are advisory only 2)are composed of less than a quorum of membership 3)serve a limited or single purpose 4) and will dissolve once its task is completed will NOT be subject to the Brown Act.

6.8 Urgency items may be added when 2/3 of all members present determine that there is a need for immediate action and the need to take action came to the attention of the academic senate after the agenda was posted.