

October 26, 1972

TO: UNIVERSITY SENATE MEMBERS

FROM: VERA JENKINS
Secretary of the Senate

SENATE MEETING: Friday, November 3, 1972, 4:00 p.m. IN THE SCHWEBEL
AUDITORIUM (ENGINEERING SCIENCE BUILDING) Room 273.

AGENDA FOR MEETING:

- 1) Approval of minutes of previous meeting (Friday, October 6, 1972)
- 2) Report of Constitution and Bylaws Committee
- 3) Report of Senate Executive Committee (Esther Niemi)
- 4) OTHER COMMITTEE REPORTS:
 - a) Athletic Council (Peter A. Baldino, Jr.)
 - b) Student Affairs (George Haushalter)
 - c) Curriculum (Richard Jones)
 - d) Ad Hoc Committee on Pass-Fail (Matthew Siman)
 - e) Faculty Affairs Committee (Christine Dykema)
- 5) UNFINISHED BUSINESS
- 6) NEW BUSINESS
- 7) REMARKS BY PRESIDENT PUGSLEY

October 26, 1972

TO: MEMBERS OF THE UNIVERSITY SENATE
FROM: THE SENATE EXECUTIVE COMMITTEE
RE: RULES OF ORDER FOR SENATE MEETINGS

It appears that we have a problem in regard to Senate meetings. We are wasting more time and accomplishing less as the Senate tries to take on the function of a committee-of-the-whole on most of the reports made by standing committees. We do not want the Senate to become a "rubber stamp" for committee reports, but surely we can expedite Senate business, and thereby waste less time and accomplish more, by adhering to the following Rules of Order:

- 1) Committee reports to the Senate are to be summarized orally -- not read in their entirety -- when written material has been distributed to Senate members in advance of the meeting day.
- 2) All Motions and Amendments are to be submitted in writing to the Presiding Officer.
- 3) The Parliamentarian is asked to enforce the following standard procedures for conducting meetings, based on Robert's Rules of Order:
 - A) The Senate member wishing to speak shall stand to be recognized by the Presiding Officer, and shall remain standing while addressing the assembly.
 - B) Each speaker is limited to ten (10) minutes and can speak only once to a question or issue until all those who wish to speak have had an opportunity to do so.
 - C) A speaker cannot relinquish the floor to some other member, and then continue his remarks after the second speaker has concluded.
- 4) A fixed time of adjournment is to be established, announced, and maintained unless the assembly votes to extend the meeting.

WE ASK YOUR COOPERATION IN FOLLOWING THE ABOVE RULES OF ORDER FOR SENATE MEETINGS, COMMENCING WITH THE MEETING OF FRIDAY, NOVEMBER 3, 1972.

November 3, 1972

ATTACHMENTS TO SENATE MINUTES FRIDAY, NOVEMBER 3, 1972 AS FOLLOWS:

- 1) How to Close Debate
- 2) Rules of Order for Senate Meeting (noting passage of #4)
- 3) Foreign Language Requirement **Modification** with notation at top of sheet stating passage **and** date of passage
- 4) Report of Ad Hoc Committee on **Pass/Fail** Grading noting notation at top of sheet of Return of Report to **Committee**
- 5) Report of Faculty Advisory Committee to the chancellor-State Board of Regents Report by Victor A. **Richley** for:
 - 1) Meeting of July **11**, 1972
 - 2) Meeting of September 19, 1972
 - 3) Memorandum from H. Hovey, Director of Finance dated August 30, 1972
RE: **1973-75** Budget as **it** Affects Higher Education
- 6) A Proposal - **CAREER PLANNING AND PLACEMENT SERVICES**
(Stapled Separately)

UNIVERSITY SENATE COMMITTEE
ON CONSTITUTION AND BYLAWS

Minutes 11 October 1972

Approved 23 October 1972

PRESENT: D. Behen, J. Foster, C. Hankey, F. Tarantine,
and C. Vanaman

The meeting was opened at 11:10 AM by the Temporary Chairman, D. Behen, with J. Foster as temporary secretary.

The first order of business was the election of a Permanent Chairman. Foster moved, seconded by Hankey, the election of Frank Tarantine; motion carried.

The election of committee secretary was fixed by consensus on Clyde Hankey.

As orientation of the present committee to the work of last year's committee, Professor Behen exercised his prerogative to call relevant matters to the committee's attention:

1. There is a problem of budgetary support of the reproduction costs of the committee's business; at present the only actual sort of support is through the school or department of one or another member of a particular committee.

2. Past activity of the committee, completing the work of 1971-72:

a. The required periodic revision of the Constitution and Bylaws format and statements to conform to changes resulting in Senate amendments (and published as of September 1972).

Deletion of rescinded parts; insertion of new statements; editorial adjustments for harmony and consistency within and between the two documents.

Some editorial changes were made at the suggestion of Irwin Cohen; these were for specific improvements regarding accuracy and relevance of the documents---the use of dates to indicate the recent form, the change of language as from "Faculty committees" to "Senate committees" to achieve greater accord with actual circumstances, and settling the problem of sequential numbering of bylaws by maintaining a coherent system for the revised formulation.

b. The result is a new and current official draft, though not claimed to be flawless [for example, Bylaws II 3 b should note the months as "April, May, *May*, respectively."].

Chairman Tarantine next suggested adjournment until the next meeting, to be announced after a review of the meeting hours suitable for committee members. The meeting adjourned at 11:55.

Respectively submitted,

Clyde Hankey, Secretary