

**CSUSM ACADEMIC SENATE ANNOTATED AGENDA**  
Guideline to Senate Actions (9/6/06) – Don Barrett, Parliamentarian

*This is an unofficial guideline of typical Senate actions; official rules are defined in Roberts Rules of Order.*

I. Approval of Agenda: *New business may be added to the agenda from the floor but we strongly encourage that any new business be presented in writing to the Executive Committee prior to the Senate meeting.*

II. Approval of Minutes of previous meeting: *Please identify any errors at this time*

III-X. Reports of Officers and affiliated organizations: *These reports are for information purposes and do not contain motions. However, motions may be introduced in response to a report.*

XI. Consent Calendar: *The Consent Calendar contains routine items that have been approved by Senate committees and require full Senate approval. Examples include course changes and committee nominations.*

*The Consent Calendar is presented to the Senate for a single vote of approval without discussion. Any item may be removed from the Consent Calendar for particular consideration, by request of a senator prior to vote. The chair decides whether items removed from the Consent Calendar become New Business or are returned to the sponsoring committee.*

XII. Brief Committee Updates: *These updates are for information purposes and do not contain motions. However, motions may be introduced in response to an update.*

XIII. Old Business (second reading): *At the second reading, an item is official senate business. Debate for or against the motion is made during the second reading, and amendments to the motion are considered. A final vote is taken on whether to approve or, in the case of administrative policies and procedures, endorse.*

*Also see further below: amending motions, ending debate, rules of debate, and voting.*

XIV. New Business (first reading): *New business is placed on the agenda for a first reading by having been “moved and seconded” by a Senate committee.*

*A first-reading item is not yet official Senate business and thus cannot be amended. The purpose of the first reading is to discuss the item. Comments on first-reading items may also be made to the presenters via e-mail or other means. Comments should be provided within a day or two of the Senate meeting, to allow the committee time for consideration and modifications. The presenters may make modifications to an item up until the time that the item becomes a second reading.*

*First-reading items become official Senate business at the second-reading, which is typically the next Senate session (listed as old business).*

*A motion to suspend the rules and move a first reading item to second reading status in the same Senate session is permitted. Such motions should be undertaken only after any general discussion has concluded.*

*Also see further below: suspending rules and rules of debate.*

XV. Information Items: *Information items are presentations of information that would be of interest to Senators, but do not result in motions to be considered by the Senate. Information items are thus typically placed in the agenda either before or after the Old and New Business*

## Other parliamentary procedure considerations

Amending motions: *When an item becomes a motion (second reading), the motion is the responsibility of the Senate and any amendments to the motion must be made and voted on by the full Senate.*

*Once a motion to amend an item has been seconded, debate on the main item ends and all debate is on the subsidiary motion, until debate on the subsidiary motion ends and a vote has been made on the subsidiary motion. At that point, debate resumes on the main motion.*

*'Friendly amendments' to motions are not permitted, though amendments may be made without a vote through the chair's general consent rights ("hearing no objection, the change is made").*

Ending debate: *Debate on a motion may be ended by either the Chair or from the floor.*

*The chair ends debate by saying "hearing no more debate, I call the question." This is a motion and if there is objection from the floor to the chair's motion, debate on the preceding motion continues.*

*A call from the floor to end debate requires a Senator saying "call the question" and a second of the call from another Senator. When this happens, debate on the preceding motion ends and there is an immediate vote (with no debate) on the motion to 'call the question'. A two-thirds majority is required to approve.*

*A senator may request a reconsideration of a vote to "call the question." A request for reconsideration must be seconded, is not debatable, and in this situation, requires only a simple majority vote. If a move to reconsider passes, debate on the preceding motion resumes.*

Rules of debate: *The Senate operates under the rule of 'informal consideration' which allows a Senator to speak multiple times on an item or motion. A Senator, though, may at any time move that the Senate conform to the official rules of debate. Official rules of debate allow each Senator to speak only twice on a motion and the second speech cannot occur until all other Senators have spoken on the motion. A move to return to the formal rules of debate does not need to be seconded, is not voted on, and takes effect immediately.*

Suspending the rules: *A motion to suspend the rules is a motion to move an item from being a first reading item to second reading status. A motion to suspend the rules must be seconded and is not debatable. A two-thirds vote is required to suspend the rules.*

Voting: *Voting in the Senate is typically by voice vote. If the results are uncertain, we then use a hand vote. Ballot voting is permitted, though it is discouraged since Senators are public representatives of their constituencies. However, if a ballot vote is deemed necessary for confidentiality reasons, a Senator may move that voting be by ballot. A move to vote by ballot must be seconded, is not debatable, and requires a simple majority. Ballots are signed to ensure that only Senators voted, but names are not recorded.*

## Committee concerns:

Committee quorum and voting privileges: *A quorum in a committee is more than half of the voting members, which includes the chair but does not include ex-officio members. In many committees it is a matter of standard practice for the committee chair to not speak on issues or vote. This practice is voluntary; the committee chair does have voting privileges and is thus counted in calculating a quorum.*

**September 6, 2006**

[illegible]