# Getting Started

* **Set a standing meeting time and place.** Inform the Senate office of your meeting time and location. Meeting times are set by mutual agreement of the members in the spring following the Senate elections. The Senate office staff will be happy to request a meeting room for you. Meeting times and locations are posted on the Senate’s website.
* **Student members from ASI.** Your committee’s membership may include one or more student representatives. Once a meeting time has been established, the Senate office will request that the Associated Students, Inc., appoint the student member(s). Initially, your committee may need to meet without student representation.
* **Agendas/Referrals**
  + Issues may be referred to committee by the Senate Chair, the EC, and by the Senate.
  + The Senate office receives requests for answers to questions, policy recommendations, etc., which may be referred to committee as appropriate.
  + Agenda items may also be recommended by the prior year’s committee or agreed upon by the current year’s committee.
  + The committee sets its own agenda and advises the Executive Committee (EC) of its new business and progress periodically.

# Chair’s Responsibilities

## Member of the Executive Committee (EC) and Academic Senate (AS). The chair is a voting member and attends all meetings of the EC and AS. If the chair is unable to attend a meeting, another committee member may represent the committee and vote on its behalf.

* **Presents committee reports to EC and AS.** The chair reports as needed to the EC and once or twice per semester to the AS (written reports are required for every AS meeting). These reports should be brief and concise: *five minutes or less*. This is your opportunity to report on the status of committee tasks and describe committee decision-making processes. [Note that new issues should not be raised during EC committee reports. New issues requiring EC consideration should be added to the agenda for discussion (see next section).]
* **Presents discussion/action items to EC and AS (see also Protocol section).**
* Inform the Senate office of any EC or AS agenda items and provide the documentation you would like distributed with the agenda. Please forward items in the appropriate format (see template in Moodle toolbox) to [senate@csusm.edu](mailto:senate@csusm.edu) by 8 a.m. on the Monday preceding the meeting. The Senate officers meet on Monday morning to review the agenda and documentation.
* Once an item is approved by the Senate, the committee chair makes any necessary changes and forwards the document to the Senate office for processing (formal submission to the administration).
* **Prepares year-end report to the Academic Senate.** Instructions will be provided by the Senate office in mid-April. Report is due electronically to [senate@csusm.edu](mailto:senate@csusm.edu) on the Friday prior to the final Senate meeting.
* **Post copies of committee meeting minutes in the committee Moodle container.** Please upload approved minutes to your Moodle site. Committee minutes are of great assistance in tracking the business of the Senate.

**Protocol**

* **Meetings are conducted formally.** *Please arrive to the meetings on time.*  The meetings cannot start until a quorum is present. Your attendance and prompt arrival are crucial to the efficient conduct of business. *Please raise your hand and wait to be recognized by the chair if you wish to speak or ask a question.* The chair is conducting the meeting with an eye toward ensuring the orderly conduct of business, equal opportunities for expression, and the efficient use of time. *Please refrain from engaging in side conversations.* Despite your best efforts, these conversations are disruptive and, further, prevent you from fully engaging in the discussion at hand.
* **Actions proposed by the committees are presented to the Executive Committee as *recommendations*.** The EC considers all resolutions, draft policies, etc., prior to consideration by the full Senate. Discussion or action on any items presented by committee will be listed initially on the EC agenda under Discussion Items; subsequent discussion/action will take place under Action Items. Actions/Motions move through the EC to the Senate for deliberation and voting. The EC does not “approve” committee items, but does approve their placement on the Senate’s agenda.
* **Normally, committee items are scheduled for Senate as discussion (or “first reading”) items, and later as action (or “second reading”) items.** During the first reading, items are presented by the committee chair to the Senate for discussion. Following a brief introduction by the committee chair, senators are invited to ask questions and offer suggestions. Senators may continue to provide input to the committee until the item is presented in Senate as an action item (typically, at the following Senate meeting). During this interim period, the committee “owns” the item and can make changes. When the item is ready for a vote, the committee chair brings it again to EC to request that it be scheduled as an action item on the next Senate agenda, and states whether or not the committee formally recommends the item. When the item is presented as an action item, the committee chair notifies the Senate of any changes that have been made since the item was last presented to the Senate (these changes should be noted on the documentation). Next, the motion to adopt or endorse the item is considered by the Senate. If the committee formally recommends the item, then this motion is considered to come moved and seconded from the committee, and the committee chair initiates debate by speaking for the motion. (Otherwise, a senator must make that motion, and another senator must second it. The senator who makes such a motion then begins debate.) Once the motion is presented, the item is no longer the property of the committee and, therefore, “friendly amendments” are no longer allowed. Once approved by the Senate, items are put in final form by the committee chair and then sent by the Senate office to the administration for approval or response, or distributed as appropriate.
* **If an item is time sensitive, the Senate may “suspend the rules” in order to move the item from a discussion item to an action item during its first reading.** For some items, the Executive Committee may simply schedule an item as an action item directly without first scheduling it as a discussion item. Such items include simple resolutions, as well as minor revisions to policies, procedures, and programs.
* Please copy Marcia on EC/Senate related messages to the chair.
* Number of hard copies, if needed, for Executive Committee meetings: **20**
* Number of hard copies, if needed, for Senate meetings:  **60**
* FYI: The Academic Senate office has records on each standing committee and on most subjects ever discussed by the Senate, dating back to 1990 in some cases.

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