

# Ad Hoc Rules Committee Charge

1. Review current University Senate Rules to identify provisions that are incompatible with electronic meetings.
2. Review existing senate rules from other Big Ten institutions and other available resources to identify examples of senate rules that support electronic meetings.
3. Make a recommendation for the format - whether fully electronic, hybrid or in-person - for University Senate meetings going forward.
4. Prepare proposed University Senate Rules that will cover both in-person and electronic meetings for SACUA review and Senate Assembly approval.

## Roster:

MaryJo Banasik, Faculty Senate Office  
Colleen Conway, SACUA, SMTD  
Allen Liu, SACUA, Engineering  
Bruce Maxim, Engineering, UM-Dearborn  
Michael Thouless, Engineering  
Kentaro Toyama, SACUA, Information

Committee met three times: **4/9, 4/16, 4/30**  
This is only about making changes to University Senate rules to be compatible with electronic meetings. There will be a SA rules committee starting up this Fall to look into other rule changes.

# The University Senate

## Section 3. Officers and Parliamentarian

Proposed Text: (3) Parliamentarian. The University Senate shall elect a Parliamentarian from current or retired Senate members. The Parliamentarian shall serve for a term of three years. A Parliamentarian who has served a full three-year term is eligible to serve consecutive terms if elected.

**Note: 8 of the Big Ten institutions have a Parliamentarian for their Senate meetings**

## Section 4. Meetings

Proposed Text: (3) Quorum. One hundred members of the University Senate shall constitute a quorum. Members of the University Senate shall be counted as present if present through electronic means or in person.

Proposed Text: (4) Place of Meetings. Any meeting (whether regular or special) of the University Senate may be held in person or by telephone conference, electronic video screen communication or other electronic communication; provided all members participating in the meeting are able to concurrently communicate with the other members. Meetings of the University Senate shall be held in an electronic format allowing participation electronically in-person or remotely. SACUA may adopt policies and procedures for the conduct of University Senate meetings with Senate Assembly approval.

# The University Senate

## Section 5. Agenda; Motions and Resolutions

Proposed Text: (3) Time of Submission and Distribution. All motions or resolutions, in order to be included on the agenda, must be submitted to the Secretary of the Senate, at least fourteen days before the meeting at which they are to be introduced. They must be delivered electronically by the Secretary to the ~~Campus Mail Room~~ Faculty Senate Office for distribution to all members of the Senate at least ten days before they are to be voted on.

## Section 6. Voting

Proposed Text: (2) Form of Vote. Unless otherwise specifically provided for in these rules or in the Regental Bylaws, all questions put to the University Senate shall be decided by majority vote of those voting. Voting shall ordinarily be by ~~voice but a standing vote shall be ordered by the chair if requested by any member of the Senate. A vote by secret written ballot may be called for by a concurring vote of any twenty-five members. A mail vote by Senate members on any issue on which the Senate is competent to act may be authorized at any Senate meeting by a majority vote of those voting. Any such mail votes shall be conducted in such manner as to ensure secrecy and shall be administered by the Secretary of the Senate.~~ electronic means approved by SACUA. Electronic voting shall be completed within 72 hours following the end of a University Senate meeting during which the matter being considered for a vote was discussed. By default, University Senate meetings will not be recorded, but meetings will be livestreamed. SACUA may request statements presenting multiple perspectives on an issue make them available to members of the University Senate within twenty-four hours after the end of the meeting.

# The University Senate

## Section 7. Nominations and Elections

Proposed Text: (4) Interim Appointments. SACUA may make an interim appointment to fill any vacancy in the office of the Secretary or any other officer or position elected by the Senate, including Parliamentarian. Such appointment shall continue until a successor is elected at a regular meeting of the Senate.

Other changes for clarification and applies in other sections:

- Reference to electronic ballots whenever appropriate
- Senate Office changed to Faculty Senate Office

# The Senate Assembly

## Section 3. Election of Members and Alternates

Proposed Text: Any such alternates so provided shall be ~~elected~~ members of University Senate. Any alternate attending a meeting of the Assembly shall inform the Secretary prior to the meeting. Such alternate may vote during the meeting and participate in the meeting to the same extent as any regular member. Only Senate Assembly members shall be eligible to vote when voting is conducted after a meeting.

## Section 4. Organization

Proposed Text: (1) (second paragraph) A majority of the members of the Assembly shall constitute a quorum. Members of Senate Assembly and Alternates as described in Section 3 shall be counted as present if present through electronic means or in person. If a member of the Assembly is absent from 3 consecutive Assembly meetings without requesting an alternate, the seat shall not count against quorum.

Note: The rule was approved by SA on 10/26/2009 and used in its exact language here

# The Senate Assembly

## Section 5. Convocation of Meetings

Proposed Text: (2) Notice of Meetings. Each meeting shall be announced by a notice in writing addressed to each member and ~~deposited in the campus mail~~ transmitted via email not more than thirty days and not less than ten days before the day of the meeting. The notice need not state the business of the meeting, except for emergency meetings, but shall state the hour and the place and the connection details for remote participation.

Proposed Text: (3) Place of Meetings. Meetings may be called to meet on the central or north campus at Ann Arbor, or at any other reasonable location, including the Flint or Dearborn campus. Any meeting (whether regular or special) of Senate Assembly may be held by telephone conference, electronic video screen communication or other electronic communication; provided all members participating in the meeting are able to concurrently communicate with the other members. Meetings of the Assembly shall be held in a format allowing both electronic and in-person participation with in-person participation receiving priority. Senate Assembly may adopt policies and procedures for the conduct of meetings.

# SACUA

## Section 3. Powers and Responsibilities

Proposed Text: SACUA may, by a two-thirds vote of its members, authorize a poll ~~by mail~~ of Senate members for any purpose relevant to the exercise of the Committee's authority.

## Section 5. Meetings

Proposed Text: (3) Place of Meeting. Any meeting may be held in person or by telephone conference, electronic video screen communication or other electronic communication; provided all members participating in the meeting are able to concurrently communicate with the other members. SACUA may adopt policies and procedures for the conduct of electronic meetings.

Note: This is standard language used in other sections.