

## Standard Operating Procedures

### SOP Creation, Collection, and Publication

To promote administrative efficiency and avoid continually returning to questions on how to address routine actions or common situations, SACUA and the Senate Assembly may adopt Standard Operating Procedures (SOPs), which will be published on the Faculty Senate website. SOPs may be later revised, as needed.

1. SOPs may address actions taken during and between meetings, including by the Faculty Senate Office.
2. SOPs cannot conflict with either the Regents' Bylaws or the Rules of the Senate.
3. An SOP must be adopted by the group governed by the SOP. SOPs addressing the responsibilities and administrative activities of Senate officers and the Faculty Senate Office that are not addressed in the Senate Rules may be adopted by SACUA.
4. Once adopted, SOPs shall serve as "Standing Rules" under *Roberts' Rules of Order* (RR §2.23) until revised or rescinded.
5. The Faculty Senate Office is authorized to collect SACUA and Senate Assembly SOPs into reader-friendly documents, including by altering non-substantive formatting, ordering and grouping SOPs, and adding supplementary information, such as a table of contents and/or an SOP numbering system.
6. To support transparency, the Faculty Senate Office shall publish approved SOPs on the Faculty Senate website resource page.
7. To further support transparency, the Faculty Senate Office shall also develop its own internal SOPs regarding routine actions and shall publish those SOPs on the Faculty Senate website resource page.

#### Primary Substantive Changes

This SOP on SOP's is a new creation.