

PROCEDURES FOR THE SUNY/OLD WESTBURY FACULTY SENATE
(Passed by Senate on October 2, 1992)

Insofar as the current ByLaws do not address the specific procedures for the conduct of the business of the Faculty Senate, the elected officers of the Senate and the SUNY Faculty Senator met, as directed by the Old Westbury Faculty Senate meeting of September 11, 1992, to address this issue. The procedures, as proposed below, were developed according to a set of principles outlined in the rationale section of this document.

RATIONALE:

1. The Senate should meet at least once a month at a regular meeting time. The officers recommend the first Friday of every month of the academic year at 12:30 p.m.

2. In order to facilitate Senate business and the connection of the Senate with other arms of governance at the College, an agenda should be prepared and circulated at least one week in advance of each Senate meeting. The officers recommend that an Executive Committee consisting of the elected Senate officers (Chair, Vice-Chair, Secretary, Treasurer) and the SUNY Faculty Senator, be created; and that the Executive Committee should have the responsibility for coordinating, setting and distributing the agenda.

3. The procedures should function to give the Senators the opportunity to consider substantive matters before the Senate meets, to expedite Senate business and to facilitate focused discussion. Therefore,

(a) as far as is possible, all reports should be written and distributed in advance of Senate meetings so that Senators will be able to prepare for discussion of such reports.

(b) items that will require a vote of the Senate, generated either by governance committees or by individuals, should be written and should contain a rationale and resolutions proposing specific action and should be submitted to the Executive Committee in time for inclusion in the Senate's agenda and for advance distribution to Senators.

4. As Robert's Rules of Order provide a reliable and well-known guide to the conduct of meetings, the Senate should adopt these rules as their own.

RESOLUTION:

Be it resolved that the Faculty Senate of the State University of New York College at Old Westbury immediately adopt the procedures outlined below. Be it further resolved that these procedures be evaluated in the Spring of 1993, at which time the emended procedures be ratified as an amendment to the Faculty ByLaws, Article IV, Section C.

PROPOSED TEXT:

Article IV, Section C, Procedures

1. Regular meetings of the Faculty Senate shall be held on the first Friday of every month, during the Fall and Spring semesters, at 12:30 p.m. Special meetings of the Senate may be called by the Chair of the Senate, by vote of the Senate, or by a petition signed by a minimum of five senators.
2. The elected officers of the Faculty Senate, viz. the Chair, the Vice-Chair, the Secretary, the Treasurer and the SUNY Faculty Senator, shall constitute the Executive Committee of the Faculty Senate. The Executive Committee of the Faculty Senate shall normally meet two weeks prior to the regular meeting of the Faculty Senate to set the agenda.
3. Except in the case of special meetings, the Secretary of the Faculty Senate shall, no later than a week prior to the meeting, mail to each member of the Faculty, an agenda and notice of the time and place of the meeting.
4. All reports to the Senate should be made in writing and distributed to Senators in advance of the Senate meeting.
5. Agenda items that require a vote of the Faculty Senate should be presented to the Executive Committee in writing. It is strongly recommended that the text of these items should be in the form of resolutions, with the background information for the resolution preceding as a statement of a rationale. All resolutions should state clearly the specific action the Senate is to take, as well as any individuals or groups who should be apprised of this action.
6. Items of New Business may be submitted to the Faculty Office no later than 5:00 p.m. on the day prior to the Faculty Senate meeting. New Business items that require a vote of the Faculty Senate must be presented in writing from the floor of the Faculty Senate, in the form of a rationale followed by a resolution as stated above. No substantive matter thus presented may be brought to a vote until a subsequent meeting of the Faculty Senate. The Chair of the Faculty Senate shall determine whether any such item is substantive or not.