UW Colleges Senate Policy
General Institutional Policy #405
Senate Procedures

Revised by the Senate March 6, 2009
Revised by the Senate January 13, 2010
Revised by the Senate (SSC) 2013-10-25
Revised by the SSC 2013-12-13
Revised by the Senate (SSC) 2014-10-24
Revised by the Senate (SAPC) 2015-09-18

A. Parliamentary Procedures
Senate Minutes, May 5, 1973, p.2
Minutes, May 21, 1973, p.1
Revision Adopted, January 20, 1989, app. 9
Revision ratified by the Senate, March 11, 1989, app. 11
Reorganized and Renumbered March 15, 2002

The rules contained in the current edition of Robert's Rules of Order, newly Revised, are adopted as governing the UW Colleges Senate in all cases in which they are applicable, and in which they are not inconsistent with any by-laws or special rules of order which the Senate may adopt.

B. Request for Roll Call Vote
Senate Minutes, May 21, 1973, p.1

A roll call vote will be taken on any item for which any one or more members of the Senate requests a roll call vote.

C. Identification of the Originator of a Motion
Senate Minutes, November 13, 1982, p.2
Revision ratified by the Senate, May 3, 2002, p. __

The Minutes will identify who made and seconded each motion.

D. Recording of Senate Meetings
Senate Minutes, March 9, 1974, p.2
Revision ratified by the Senate, May 3, 2002, p. __
Revised by the SSC September 9, 2009

A recording will be made of the UW Colleges Full Senate, the Faculty Council of Senators and the Academic Staff Council of Senators and kept for two years.

E. Distribution of Senate Minutes
Senate Minutes, May 5, 1973, p.2
Senate Minutes, April 19, 1974, p.1
Senate Minutes, October 11, 1974, p.5
Ratified by the Senate - May 16-17, 1980, p.1
Adopted revision - March 11, 1989, app. 5.
Revision ratified by the Senate, May 13, 1989, p.4, app. .5
Revision ratified by the Senate, May 3, 2002, p. ___
Revision adopted by the Senate, January 21, 2004
Revised by the Senate (SSC) 2014-10-24
Copies of draft and approved Senate Minutes shall be posted in the appropriate electronic files of the institution, with notification via email to UWC-ALL within three weeks after each meeting.

F. Jurisdiction

Policies are defined as actions of the Senate, the Faculty Council of Senators, or the Academic Staff Council of Senators which when approved by the Chancellor will be used on a continuing basis to direct the actions of faculty and academic staff.

1. Institutional Policies (policies in the 100, 200, 300, and 400 series) are subject to the authority of the UW Colleges Senate.
2. Faculty Personnel Policies (policies in the 500 and 600 series) are subject to the authority of the Faculty Council of Senators.
3. Academic Staff Personnel Policies (policies in the 700 and 800 series) are subject to the authority of the Academic Staff Council of Senators.

G. Adoption of Senate Policies

All actions of the UW Colleges Senate that create Institutional Policies or revise existing Institutional Policies must use the following procedure.

1. A written proposal must be introduced and discussed at a full Senate meeting.

2. If changes are made in the written proposal as a result of the initial Senate meeting, a revised version must be provided to all constituents for their consideration and it must be circulated with the minutes.

3. After introduction, all senators must bring the proposal to their constituents for their response.

4. If senators submit substantive amendments, such amendments must be available to all senators no later than two weeks prior to the Senate meeting at which an adoption vote is planned. All senators must present proposed amendments to their constituents for their response.

5. A proposal may be adopted no earlier than the first full Senate meeting after the meeting where the proposal was introduced. If changes or amendments offered at the adoption meeting are substantive and deemed by the Senate to require further campus
consideration, adoption may be postponed until the following meeting while senators consult with their constituents.

6. Upon adoption of the policy or the policy revision, the Senate Steering chair, or the Assistant to the UW Colleges Senate in consultation with the author or authors will send a clean copy of the document to the Chancellor for approval.

7. The Chancellor will communicate acceptance or rejection to the Senate Steering chair in a timely manner. The Senate Steering chair or the Assistant to the UW Colleges Senate will notify others as necessary.

8. Once the policy is accepted, the Senate Steering chair, or the Assistant to the UW Colleges Senate is responsible for its inclusion in the appropriate files. The policy will include the date of the Senate meeting at which adoption or revision occurred and the names of the committees or individuals responsible.

9. All Senate policy will be subject to this procedure unless an emergency arises.

10. In an emergency, policies developed between Senate meetings may be approved by the Senate Steering Committee as interim policies subject to the Chancellor’s approval. Once approved by the Chancellor, interim policies must be subjected to the standard system of introduction and adoption outlined above.

H. Adoption of Senate Resolutions

Revision adopted by the Senate March 6, 2009
Revised by the Senate (SSC) 2013-10-25

Resolutions are defined as actions of the Senate which are limited to a single activity and do not have a continuing effect on the activities of the faculty and academic staff of the UW Colleges. If a question is raised as to whether a potential Senate action is a resolution or a policy matter, the Chancellor or Chancellor’s designee shall determine the nature of the action. All actions of the Senate that create resolutions or revise existing resolutions must use the following procedure.

1. A written resolution must be discussed at a full Senate meeting.

2. A resolution may be adopted at a full Senate where the resolution was introduced or senators may vote to delay adoption until they discuss the resolution with their constituents.

3. The Chancellor may choose to respond to a resolution, but action by the Chancellor is not required for adoption.

4. Once the resolution is adopted, the Senate Steering chair, or the Assistant to the UW Colleges Senate is responsible for its inclusion in the appropriate files.

I. Approval of Senate Committee Procedures
All newly created or revised procedures of a Senate committee must be sent to the Senate Steering Committee for their consideration and action, after consultation with any appropriate committees or offices. The Steering Committee will report their action to the Senate.

J. **Election for Bylaw and Ad Hoc Committee Memberships**

Revision ratified by the Senate, May 3, 2002, p. __

For any bylaw and ad hoc committees elected by the Senate, each candidate should submit a statement of one page or less indicating his or her qualifications for the position and reasons for his or her interest in it.

K. **Procedure for Naming Student Membership to Senate Standing Committees**

Revision adopted by the Senate, January 21, 2004

The student Senate members will decide among themselves their committee assignments, such decision to be submitted to the recording secretary for inclusion in the minutes. (Interpretation: this process will be valid any time a student vacancy occurs on a committee.)

L. **Faculty Representative**

Revision ratified by the Senate, March 11, 1989, app. 13

The chair of the Senate Steering Committee will serve as the UW Colleges representative at meetings of the Board of Regents and the Faculty Representatives with other faculty members of the Steering Committee serving as alternates. The chair of the Steering Committee shall have 1/2 release time.

M. **Department or Academic Program Chair Representation in Senate Governance**

Revision adopted by the Senate, May 3, 2002, p. __

When department chair representation is required in Senate governance, as indicated in the UW Colleges’ Constitution and/or Senate Bylaws, a department chair or faculty member serving as academic program chair shall be eligible.

N. **Schedule for Annual Reports from Standing Committees**

Revision adopted by the Senate, May 3, 2002, p. __

The annual reports of all standing and bylaw committees of the Senate will be distributed to the Senate at its last meeting of the academic year, or before June 1 if there are committee issues that continue beyond that final Senate meeting.