Senate retreat #8
October 1, 2012
Committees

• **Standing committee**
  • defined in bylaws

• **Ad hoc committees**
  • Formed for particular task
  • Ceases to exist when report is issued and accepted
Housekeeping

- **Quorum**
  - # of members needed to transact business
  - *quorum = simple majority*

- **Ex officio member**
  - By virtue of one’s office
  - Regular working member with right to discuss, *vote* and count in quorum

- **Student members:**
  - Participate in discussions
  - Do not vote
Work of Committees

- Bulk of work
- Formulate proposals for final decision by Division
- Powers, rights and duties determined by bylaws
- Recommendations phrased as motions w/supporting report
Committee Meetings

• Called by chair

• Quorum necessary for transaction of business but not for informal discussion

• Degree of formality depends on size of committee

• Recognition by chair always required

• Chair customarily votes only on split votes by the rest
Motions

• In committee: discussion ➔ motion
• In assembly: motion ➔ discussion
Hierarchy of motions

Privileged
• Adjourn
• Recess
• Question of privilege

Subsidiary
• Table/postpone
• Close/limit debate
• Adjourn
• Refer to committee

Main
Suggested dos & don’ts

• Visitors
  • Intended as consultants, not for hijacking the discussion
  • Give them a time to arrive and when they are expected to go

• Limit the consent calendar to non-controversial issues

• Discussions
  • Your job: build consensus
  • Report the majority view; include minority opinion in report
  • For important items let the discussion run its course
  • Keep the discussion focused
Agenda items

• Provide background material
  • Useful for informed decision (most faculty can and do read)
  • Sometimes useful to have a draft position letter (something to shoot at)

• Prioritize items & be flexible with the times ... but not too flexible

• Summarize the issues and effects for each item
  • Useful for those that did not read the agenda

• State what is expected form the committee: comment? action?

• Make sure all have opportunity to voice their opinion

• Rules (the Senate uses Sturgis)
  • No need to be a scholar, but you should be consistent and fair