



**Cosumnes River College
Academic Senate
2017-2018**

President.....Shannon Vellone Mills
Vice PresidentConstance Carter
Secretary.....Donnisha Lugo
Past PresidentJulie Oliver

**STANDING RULES
COSUMNES RIVER COLLEGE
ACADEMIC SENATE**

I. Operations

1. The Standing Rules for the Cosumnes River College Academic Senate may be discussed, amended or changed as needed, and affirmed by a simple majority at the annual Senate Retreat.
2. The Senate Parliamentarian will serve as advisor to the Senate to help ensure that meetings follow Parliamentary procedure, the Standing Rules, Bylaws, Constitution of the Senate, and as necessary guided by the most current edition of *Robert's Rules of Order*.
3. The Standing Rules, in whole or in part, may be established, amended, rescinded or suspended by a two-thirds (2/3) vote of those present at any regular meeting.
4. The order of business in session of the Senate shall be:
 - a. Announcements from the floor
 - b. Approval of the current Agenda
 - c. Approval of Minutes of previous session.
 - d. Public Comments (limited to 3 minutes per speaker)
 - e. Introduction of Guests
 - f. President's Report
 - g. Decision Items
 - h. Presentations
 - i. Discussion Items
 - j. Committee Reports
5. Minutes of previous meetings must be distributed to senators at least 24 hours before the meeting at which they are to be approved.
6. The meeting Agenda must be distributed at least 72 hours prior to its respective meeting (**see *Brown Act 54954.2 (a)***).
7. Written Committee Reports, including Year-End reports must be submitted to the President at least 72 hours before the meeting at which they are to be presented.
 - a. Year-End Reports shall be submitted to the President at least 72 hours prior to the second-to-last meeting of the Senate for that academic year.
 - b. Specific recommendations of a committee made in its Year-End report may be acted upon with a motion that the Senate adopt said recommendation(s).



**Cosumnes River College
Academic Senate
2017-2018**

President.....Shannon Vellone Mills
Vice PresidentConstance Carter
Secretary.....Donnisha Lugo
Past PresidentJulie Oliver

8. The order of precedence for privilege to speak **on any matter before the Senate** shall be:
 - a. Senators who have not spoken on the matter
 - b. Other senators
 - c. Faculty
 - d. Guests invited to present on the matter.

9. The recommended time given to each item on the agenda is as follows:
 - a. Call to Order, Announcements, Approval of the Agenda, Approval of Past Minutes, and Introduction of Guests: 10 minutes
 - b. Public Comment: 3 minutes per speaker
 - c. President's Report: 10 minutes
 - d. Decision Items: 15 minutes each item
 - e. Presentations: 15 minutes each item
 - f. Discussion Items: 15 minutes each item
 - g. Reports: 5 minutes each item

10. A motion from the floor may be used to extend the time for:
 - a. The President's Report, an additional 5 minutes may be added
 - b. A Decision item, an additional 5 minutes may be added
 - c. A Presentation, an additional 5 minutes may be added
 - d. A Discussion item, an additional 5 minutes may be added
 - e. A Report, an additional 3 minutes may be added

II. Decision Items

1. Resolutions shall be distributed to senators at least 72 hours prior to the session at which they are to be voted upon.
 - a. Resolutions of the Senate must be presented for a first and second reading at separate meetings.
 - b. Friendly amendments, technical corrections, grammatical, and spelling corrections may be made from the floor.
 - c. Resolutions are voted upon in the following order:
 - i. Amendments
 - ii. "Perfected" Resolution

2. Decision Items must be provided to the Senate 72 hours before any action is taken on them.
 - a. All Decision Items must undergo a first and second reading at separate meetings.
 - b. Amendments and corrections from the floor, if acted upon, shall be put in writing by the author of the motion and given to the secretary at the end of the meeting.
 - c. Voting on Decision Items must take place publicly (see *Brown Act 54953 (c)*).
 - i. The method of voting is at the discretion of the President and may be by voice, show of hands, standing or roll call.
 - ii. All votes shall be resolved unambiguously.
 - iii. In the case of close votes, the Secretary or Vice President shall verify the vote count.



**Cosumnes River College
Academic Senate
2017-2018**

President.....Shannon Vellone Mills
Vice PresidentConstance Carter
Secretary.....Donnisha Lugo
Past PresidentJulie Oliver

- iv. Any member of the body may request a roll-call vote on a Decision Item; the minutes will then record, by name, each aye, nay or abstention.

These Standing Rules of Order were approved and became effective immediately on **December 8, 2017.**

DRAFT