

UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN SENATE

Committee on University Statutes and Senate Procedures
(Final; Action)

SP.19.07 Revision to *Standing Rule* 14 – Setting the Agenda for Senate Meetings

BACKGROUND

The proposed revised deadline for submitting agenda items would allow the Senate Clerk to send the draft Senate agenda to the Senate Executive Committee (SEC) prior to the end of the business day. The current language in *Standing Rule* 14 requires the Clerk to work past the end of the business day since the current deadline is 5:00 p.m.

Oftentimes, the deadline for submitting final items for the Senate agenda is extended past the 12:00 p.m. deadline. The second proposed revision extends the deadline for submission of final items by one-half of a business day.

RECOMMENDATION

The Senate Committee on University Statutes and Senate Procedures recommends that the Senate approve the following amendment to *Standing Rule* 14. Text to be added is underscored and text to be deleted is ~~struck through~~.

PROPOSED REVISIONS TO *STANDING RULE* 14 – Setting the Agenda for Senate Meetings

1 **14. Setting the Agenda for Senate Meetings**

2 A. Under the Senate *Bylaws*, the Senate Executive Committee (SEC) is responsible for
3 preparing the agenda for Senate meetings.

4 B. Any senator or Senate Committee may submit an item for inclusion on the agenda of a
5 specific regular Senate meeting.

6 C. To place an item on the Senate agenda, any senator or Senate Committee must provide
7 written notice of the proposed item – on paper or electronically – to the Office of the
8 Senate no later than ~~5:00~~3:00 p.m. on the business day prior to the SEC meeting during
9 which the agenda is set. The published Senate calendar shall include the dates of these
10 SEC meetings.

11 1. Senate Committees must submit written notice of items of business for the
12 agenda that are sufficiently explicit to describe an agenda item.

13 2. Individual senators proposing items of business for the agenda must submit
14 them in complete draft form.

- 15 D. The SEC may postpone any item of business for not more than one Senate meeting. No
16 item may be postponed beyond the last meeting of the academic year. It may also refer
17 the item to a Senate Committee for further discussion; such a referral shall not further
18 postpone the item being placed on the Senate's agenda, except by consent of the
19 sponsor. If the item is postponed, the SEC must provide the sponsor with a rationale for
20 the postponement, and, where appropriate, suggestions for revision.
- 21 E. In all cases, senators and Senate Committees must submit complete final forms of their
22 items of business to the Office of the Senate no later than ~~noon~~ 5:00 p.m. the day ~~on~~
23 ~~which~~ before the Senate packets are distributed. If the complete final proposal is not
24 submitted by this deadline, the item shall be deleted from the Senate agenda, unless the
25 SEC has provided otherwise. The published Senate calendar shall include the dates for
26 packet distribution for regular Senate meetings.
- 27 F. Nothing in this Standing Rule precludes any individual senator from submitting
28 proposals to the SEC for its discussion and advice at any time, provided that all items
29 submitted for inclusion on the Senate agenda must follow this Standing Rule's
30 requirements on deadlines and form of submission.

UNIVERSITY STATUTES AND SENATE PROCEDURES
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