

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN SENATE
COMMITTEE ON UNIVERSITY STATUTES AND SENATE PROCEDURES
(Final; Action)

SP.20.02 Revision to the *Standing Rules* 2, 3, 5, 9, 10, 12, 14, and 16

BACKGROUND

The proposed revisions to the *Standing Rules* result from a review of the Senate's Rules conducted by the Senate Committee on University Statutes and Senate Procedures following conversations with the Office of University Audits and subsequent to the Report of the Eighth Senate Review Commission (SR.19.01).

Revisions to *Standing Rule* 5, regarding the Illinois Open Meetings Act (OMA) are based on recommendations from the Office of University Audits. Revisions to *Standing Rule* 10 would align the Rule with our practice. Revisions to *Standing Rule* 12 would clarify *ex officio* voting rights.

In addition, SP recommends minor revision in *Standing Rule* 2, 3, 9, 14, and 16 to provide consistency in phrasing.

RECOMMENDATION

The Senate Committee on University Statutes and Senate Procedures recommends the approval of the following revisions to the *Standing Rules*. Text to be deleted is ~~struck through~~ and text to be added is underlined.

REVISION TO THE *STANDING RULES*

1 **2. Petitions to Obtain Expressions of Opinion from the Faculty Electorate**

2 A petition purporting to contain the signatures of at least 200 members of the faculty
3 electorate and requiring the Senate to present a question to and obtain an expression of
4 opinion from the faculty electorate under Article VI, Section 1 of the *Constitution* and Part G,
5 paragraph 1 of the *Bylaws* shall be delivered to the Clerk of the Senate. The Clerk of the Senate
6 shall refer it to the Senate Executive Committee and to the Committee on Elections and
7 Credentials. The Committee on Elections and Credentials shall determine whether the petition
8 does in fact contain the valid signatures of at least 200 members of the faculty electorate and
9 shall report to the Senate Executive Committee. If the number of valid signatures is found to be

10 fewer than 200, the petition shall be returned to the petitioners. If the number of valid
11 signatures is found to be sufficient, the Senate Executive Committee shall ~~then~~ recommend to
12 the Senate the formulation of the question to be presented to the faculty electorate, the
13 procedures for obtaining the expression of opinion, and whether a general meeting of the
14 faculty electorate should be called to discuss the question prior to conducting the poll. The
15 Senate Executive Committee's report to the Senate shall include the exact language of the
16 petition delivered to the Clerk of the Senate.

17 Petitions not containing the signatures of at least 200 members of the faculty electorate may
18 be presented to the Senate only through the sponsorship of a senator. Upon such presentation
19 by a senator, the Senate shall first determine whether to present the question to the faculty
20 electorate for an expression of opinion. If the Senate's determination is in the affirmative, the
21 petition shall ~~then~~ be referred to the Senate Executive Committee for its recommendation on
22 the formulation of the question, the procedures for obtaining the expression of opinion, and
23 whether a general meeting of the faculty electorate should be called to discuss the question
24 prior to conducting the poll.

25 **3. Proposed Amendments to Documents**

26 A. Prior to submission to the Senate, a proposal to amend the University of Illinois Statutes or
27 The General Rules of the University Concerning University Organization and Procedure; the
28 Constitution, Bylaws, or Standing Rules of the Senate; or any other document, shall be cast in
29 the following form:

30 1. It must refer to a specified portion of the document, for example to a specific Article
31 and Section, not to a page number.

32 2. Deletions.

33 a. Language and punctuation to be deleted from an existing provision shall be set
34 forth in full and marked as strikeout text. This requirement does not apply to a
35 proposal to repeal an entire section, which may be done simply by specific
36 reference; the section to be repealed shall be quoted.

37 b. Deletions shall precede new matter; e.g., "~~He~~The dean shall be
38 appointed ~~biennially~~ annually....."

39 3. Additions.

40 a. New wording, including punctuation, added to an existing provision shall be
41 underlined with a solid line.

42 b. Entirely new sections need not be underlined but shall be preceded by the
43 designation, NEW SECTION, in upper case letters and underlined.

44 4. If a revision is so extensive that the procedure in (2) and (3) above is impractical, the
45 old text and the new must both be provided, appropriately labeled, either in two
46 columns side-by-side, or the old followed by the new.

47 5. The proposed amendment shall be typewritten ~~and double-spaced~~ with spacing of at
48 least 1.5 lines, and with each line and page numbered ~~for easy reference~~.

49 6. A concise statement of the rationale must also be included.

50 7. The sponsors must be listed at the end of the proposal.

51 8. The proposal must be dated.

52 B. All proposed changes to the University of Illinois Statutes, The General Rules Concerning
53 University Organization and Procedure, Constitution, Bylaws, and Standing Rules shall be
54 referred to the Committee on University Statutes and Senate Procedures before final
55 consideration by the Senate. ~~USSP~~ The Committee on University Statutes and Senate
56 Procedures shall be responsible for ensuring that the changes are placed into the format
57 required by this *Standing Rule*.

58 C. Proposed amendments to the *Constitution* and *Bylaws* may be submitted to the faculty
59 electorate for an expression of opinion as permitted by Article VI, Section 1 of the *Constitution*
60 and in accordance with Part G, Paragraph 1 of the *Bylaws*.

61 **5. Open Meetings Regulations**

62 A. ~~1. There shall be a press area on the floor of the Senate for accredited representatives~~
63 ~~of news media.~~

64 ~~2. Admission to Senate meetings and seating in the press area will be granted to any~~
65 ~~person holding a valid Press Card.~~

66 ~~3. Accreditation of a news medium and of two representatives of each such accredited~~
67 ~~medium may be gained by application to the Clerk of the Senate, who will issue Press~~
68 ~~Cards. Both types of accreditation are subject to review by the Committee on Elections~~
69 ~~and Credentials.~~

70 B. 1. Insofar as campus facilities permit, there shall be public seating ~~in a gallery or balcony~~
71 separate from senator seating, allowing visitors to observe and to listen to the
72 proceedings directly. ~~The gallery shall be physically separated from the floor of the~~
73 ~~Senate and shall have a separate means of entry.~~

74 ~~2. In the absence of facilities for the implementation of subparagraph (1) above, public~~
75 ~~seating shall be provided on the same floor as that of the Senate, provided that such~~
76 ~~seating is physically separated from that of the body of the Senate by ropes or other~~
77 ~~visual barrier and is so located as to ensure that there can be no confusion between~~
78 ~~those who are senators, Senate staff and officers, and others who have the privileges of~~
79 ~~the Senate floor and those who are public observers, and provided that such seats need~~
80 ~~not exceed 25 in number.~~

81 ~~3.~~ 2. If the public seating ~~provided under either subparagraphs (1) or (2)~~ is insufficient to
82 accommodate those desiring to observe Senate meetings, consideration shall be given
83 to providing ~~additional public seating at a location separate from that of the Senate~~
84 ~~meeting, to which location the proceedings shall be transmitted~~ an online live-stream of
85 the proceedings.

86 4. Admission to the public seating will be on a first-come, first-served basis, ~~in~~
87 ~~accordance with the following procedure.~~ Visitor cards stating the time and place of the
88 ~~meeting concerned may be secured from the Office of the Clerk of the Senate until the~~

89 ~~number of cards issued equals the number of available seats, or until noon of the day on~~
90 ~~which the meeting is to be held, whichever comes first. When it is possible to do so~~
91 ~~without causing undue congestion or confusion, any remaining cards may be issued at~~
92 ~~the place where the public seating is located starting 15 minutes before the Senate~~
93 ~~convenes.~~

94 5. ~~The presiding officer of the Senate, assisted by such Sergeants at Arms as the~~
95 ~~presiding officer may from time to time appoint, shall ensure that t~~The conduct of
96 ~~visitors and news-media representatives does~~ shall ~~not interfere with the conduct of~~
97 ~~Senate's ability to conduct~~ business. If such interference occurs, the presiding officer
98 shall order the offending persons removed from the chambers ~~and galleries~~, and, if
99 necessary to maintain order, may clear the chambers ~~and galleries~~ of all persons who
100 are not senators, Senate staff, or Senate officers.

101 ~~EB.~~ 1. Broadcasting and electronic or photographic recording of Senate meetings are
102 permitted. The placement of recording equipment shall not obstruct the hearing or
103 viewing of the proceedings.

104 2. Visitors and representatives of news media are present as observers, not as
105 participants. As observers, none of their actions should be designed to affect the
106 proceedings in any way. Those who violate the procedures governing open meetings will
107 be subject to removal from the chambers ~~and the public areas~~, and, where appropriate,
108 ~~to loss of accreditation.~~

109 3. ~~To aid in preparation of the minutes and to provide a temporary supplemental record~~
110 ~~of debates, the Clerk shall record each Senate meeting and preserve each recording for~~
111 ~~a minimum of three years from the date of the meeting after which they will be~~
112 ~~deposited in the University archives. Any interested person may arrange to listen to~~
113 ~~such recordings in the Senate office or under such other circumstances as the Clerk may~~
114 ~~deem appropriate, except that only senators may listen to, and no one may duplicate, a~~
115 ~~recording of that portion of a meeting which by affirmative Senate action was closed to~~
116 ~~the public. Any person desiring a duplicate of a recording must arrange for the copy to~~

117 ~~be made under such circumstances as the Clerk may deem appropriate, and must allow~~
118 ~~a sufficient amount of time; a charge may be made.~~ Senate meetings shall be recorded
119 and made available to the public as soon as possible after the meeting. The Clerk of the
120 Senate shall ensure each recording is preserved for a minimum of three years from the
121 date of the meeting, after which the recordings may be transferred to the University
122 Archives.

123 DC. 1. Matters of business ~~which that~~ are judged by the Senate Executive Committee to
124 warrant a closed session of the Senate will ordinarily be placed last on the agenda. Such
125 matters need not be specifically described in advance. The Senate Executive Committee
126 must cite the specific exemption in the Open Meetings Act [5 ILCS 120/2(c)] that permits
127 the closure of the meeting.

128 2. If, in the course of a debate in an open meeting, matters evolve ~~which that~~ a ~~Senate~~
129 ~~member~~ senator deems to warrant a closed session, the senator may move for a closed
130 session. The senator must cite the specific exemption of the Open Meetings Act [5 ILCS
131 120/2(c)] that permits the closure of the meeting. Unless the Senate rules otherwise,
132 the approval of such a motion will postpone further debate on the matter to the
133 conclusion of the regular agenda, at which time the meeting will be closed. No such
134 motion shall be deemed approved without a two-thirds vote of the senators present
135 and voting by rollcall.

136 3. When the agenda is presented at the beginning of a Senate meeting, any senator may
137 move to schedule an item proposed for open session to a closed session. The senator
138 must cite the specific exemption of the Open Meetings Act [5 ILCS 120/2(c)] that
139 permits the closure of the meeting. Such a motion shall require for approval a two-
140 thirds vote of those senators present and voting by rollcall.

141 4. When a closed session is about to begin, the presiding officer shall clear the chambers
142 ~~and public areas~~ of all persons not entitled to be present.

143 5. The Senate may not take any final vote during a closed session. Procedural votes,
144 such as a vote to refer to committee, may be taken in closed session. In order to take a
145 final vote on any matter, the session must first be reopened to the public.

146 6. The text of the Open Meetings Act (5 ILCS 120/), including Section 2(c) setting out the
147 permissible reasons for closing a meeting, may be found at the following
148 URL:<http://www.ilga.gov/legislation/ilcs/ilcs3.asp?ActID=84&ChapterID=2>

149 ~~ED. At least semi-annually, the Senate Executive Committee shall review the minutes of all~~
150 ~~closed Senate sessions to determine whether those minutes may be released to the public.~~

151 **9. Circumstances and the Mechanism for the Separate Tallying of Faculty, Academic**
152 **Professional, and Student Votes**

153 A separate tally of faculty, academic professional, and student member votes will be taken if
154 ordered by a two-thirds vote of those senators present and voting. The vote on the issue in
155 question shall then be the sum of the ~~two~~ three separate tallies. ~~Paper ballots will be used if~~
156 ~~requested by any senator.~~ A motion for a separate tally of faculty, academic professional, and
157 student member votes shall be debatable. Such a motion may not be introduced if a vote on
158 the issue in question has already been taken.

159 **10. Copying and Searching Senate Records**

160 A. The agenda, minutes, and reports of the Senate will be ~~copied in sufficient~~
161 ~~quantity to be available for distribution to interested persons and be made available on~~
162 the Senate's website. Printed copies are available only by a request submitted to the
163 Clerk of the Senate in writing.

164 B. Senate committee working documents that are not distributed to the Senate are not
165 considered public documents. They are not available for distribution except to the
166 members of the originating committee and to the Senate Executive Committee, without
167 the express consent of the originating committee. Senate and Senate committee
168 meeting agendas and approved minutes are considered public documents.

169 ~~C. Copies of public Senate papers other than the printed supply covered by paragraph A~~
170 ~~above may be obtained from the Clerk of the Senate. A charge may be made.~~

171 ~~D. Duplication of recordings of Senate meetings is provided for in Standing Rule 5, C (3).~~
172 EC. Reasonable searching and copying of Senate records are provided by the Clerk of the
173 Senate. Requests for such service must allow a sufficient amount of time. If necessary,
174 priorities will be assigned in the following order: Senate Executive Committee Chair,
175 Senate Committee Chairs, other senators, other persons. The Senate Executive
176 Committee Chair will resolve any differences that may arise.

177 **12. Temporary Representative of an Ex Officio Committee Member**

178 When a person serving in an *ex officio* capacity without vote cannot attend a committee
179 meeting, that individual may designate another individual to attend a particular meeting as
180 representative of the office and interests of the *ex officio* member.

181 When a person serving in an *ex officio* capacity with vote cannot attend a committee meeting,
182 that individual may designate another individual to attend a particular meeting as
183 representative of the office and interest of the *ex officio* member. The individual designated by
184 the *ex officio* shall hold the same privileges as the *ex officio* with vote.

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

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

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

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

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

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

199 D. The SEC may postpone any item of business for not more than one Senate meeting.
200 No item may be postponed beyond the last meeting of the academic year. It may also
201 refer the item to a Senate Committee for further discussion; such a referral shall not
202 further postpone the item being placed on the Senate’s agenda, except by consent of
203 the sponsor. If the item is postponed, the SEC chair must provide the sponsor with a
204 written rationale for the postponement, and, where appropriate, suggestions for
205 revision.

206 E. In all cases, senators and Senate Committees must submit complete final forms of
207 their items of business to the Office of the Senate no later than 5:00 p.m. the day before
208 the Senate packets are distributed. If the complete final proposal is not submitted by
209 this deadline, the item shall be deleted from the Senate agenda, unless the SEC has
210 provided otherwise. The published Senate calendar shall include the dates for packet
211 distribution for regular Senate meetings.

212 F. Nothing in this Standing Rule precludes any individual senator from submitting
213 proposals to the SEC for its discussion and advice at any time, provided that all items
214 submitted for inclusion on the Senate agenda must follow this Standing Rule’s
215 requirements on deadlines and form of submission.

216 **16. Requesting to Speak at a Senate or Senate Committee Meeting**

217 The Senate has developed procedures in compliance with the Illinois Open Meetings Act by
218 which individuals may request the opportunity to speak at Senate or Senate Committee
219 meetings. This is generally referred to as public comment.

220 The Senate has also developed procedures permitting non-senators to request the privilege of
221 the floor at Senate and Senate Committee meetings to speak during the discussion of a
222 particular item listed on the business portion of the agenda. This is generally referred to as floor
223 privileges.

224 The procedures for requesting the opportunity to speak during public comment and requesting
225 floor privileges on an item of business on the agenda are listed separately below.

226 A. Public Comment

227 Public comment is a portion of the meeting set aside specifically for the public to
228 address the Senate or a Senate committee (the body). A response to the individual
229 making the public comment is not required by the presiding officer or by members of
230 the body. When addressing the body, individuals shall first state their name and any
231 relevant title or affiliation.

232 *1. Requests to address the body.*

233 Requests to make a public comment at a Senate meeting must be submitted to the
234 Office of the Senate in writing no later than twelve hours before the scheduled
235 start of the meeting at which the individual wishes to speak.

236 Requests to make a public comment at a Senate committee meeting must be
237 submitted to the chair of the Senate committee in writing no later than twelve
238 hours before the scheduled start of the meeting at which the individual wishes to
239 speak.

240 In making a request to appear before the Senate or Senate committee, individuals
241 must give their names and any relevant title or affiliation. The request must state
242 the subject matter to be presented and must relate to matters within the
243 jurisdiction of the Senate or Senate committee. The ~~Senate~~ Clerk of the Senate or
244 committee chair will review each request and notify the individual making the
245 request whether the individual may give public comment at the next meeting.
246 Substitute speakers will not be permitted.

247 *2. Time allocation.*

248 The Senate will allow public comment at each meeting. An individual will be
249 limited to speak for no more than three minutes. This limit will be strictly adhered
250 to with assistance of a timekeeper. A maximum of ten speakers will be recognized
251 for each Senate meeting.

252 Senate committees will allow public comment at each meeting. An individual will
253 be limited to speak for no more than two minutes. This limit will be strictly

254 adhered to with the assistance of a timekeeper. A maximum of five speakers will
255 be recognized for each committee meeting.

256 *3. Scheduling of speakers.*

257 When the number of requests to address the Senate or Senate committee at a
258 given meeting exceeds the number allocated in section A.2 above, requests will be
259 approved based on the date and time the written request was received by the
260 Office of the Senate or chair of a committee. In addition, preference may be given
261 to subject matters that relate to the agenda for the relevant meeting or relate to
262 items under the committee charge in the Senate *Bylaws*, and to avoid
263 repetitiveness.

264 *4. Discussion moderation.*

265 The presiding officer or committee chair may truncate repetitious or disruptive
266 comments.

267 B. Floor Privileges

268 The Senate or a Senate committee may grant floor privileges to an individual to
269 participate in the discussion of an item listed on the business portion of the agenda.

270 *1. Requests to address the body.*

271 Requests for floor privileges at a Senate meeting must be submitted to the Office
272 of the Senate in writing no later than twelve hours before the scheduled start of
273 the meeting at which the individual wishes to speak. The individual must include in
274 the request the business item on the agenda the individual wishes to speak about.
275 At the beginning of each meeting, the presiding officer will announce the names of
276 those who have requested floor privileges and the business item the individual
277 wishes to speak about, and the Senate shall vote on those requests, either
278 separately or collectively.

279 Requests for floor privileges at a Senate committee meeting must be submitted to
280 the chair of the Senate committee in writing no later than twelve hours before the

281 scheduled start of the meeting at which the individual wishes to speak. The
282 individual must include in the request the business item on the agenda the
283 individual wishes to speak about and must include a brief explanation for the
284 request. At the beginning of each meeting, the presiding officer will announce the
285 names of those who have requested floor privileges and the business item the
286 individual wishes to speak about, and the committee shall vote on those requests,
287 either separately or collectively.

288 *2. Scheduling of speakers.*

289 Individuals who have been granted floor privileges by the body shall state their
290 name and relevant title or affiliation before addressing the body and shall speak
291 only during discussion of the business item on the agenda to which floor privileges
292 were granted.

293 *3. Discussion moderation.*

294 Precedence of the floor will be given to members of the body. The presiding officer
295 or committee chair shall moderate the discussion in accordance with *Robert's*
296 *Rules of Order Newly Revised*. The presiding officer or committee chair may
297 truncate repetitious or disruptive comments.

UNIVERSITY STATUTES AND SENATE PROCEDURES

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