

**UNIVERSITY OF ILLINOIS
URBANA-CHAMPAIGN SENATE**

University Statutes and Senate Procedures
(Final; Action)

SP.11.06 Proposed *Standing Rule 14* – Setting the Agenda for Senate Meetings

BACKGROUND

According to the *Senate Bylaws* (Part A, paragraph 3), the Senate Executive Committee (SEC) is responsible for preparing the agenda for each regular Senate meeting. The *Bylaws* state: “Items of business submitted to the SEC by any senator or Senate committee shall be placed on the agenda, provided that such items are submitted in writing prior to preparation and distribution of the agenda.” In response to a recent question that arose about the SEC's authority over the placement of items on the Senate's agenda, the Senate Committee on University Statutes and Senate Procedures (USSP) re-examined the *Bylaws* and determined that the *Bylaws* require the SEC to place on the Senate agenda all those items which are submitted to it by any Senator or senate committee for the next Senate meeting, unless the requestor identifies a later date. To codify this finding, USSP recommends that a new Standing Rule (#14) be adopted.

Many senators submit items for the agenda via email communication, which creates the possibility of proposing additions up until the hour of the regular SEC meeting. Allowing such late submissions, however, would be inconsistent with the orderly preparation of an agenda. This proposal establishes a reasonable deadline that would give senators and committees clear notice of the time and date when they could submit an item for inclusion on the agenda of the next Senate meeting, while also providing SEC the time needed to assemble that agenda.

RECOMMENDATIONS

The Senate Committee on University Statutes and Senate Procedures recommends approval of the following addition to the *Standing Rules*.

PROPOSED ADDITION TO THE *STANDING RULES OF THE SENATE*

- 1 14. Setting the Agenda for Senate Meetings.
- 2 • A. To submit an item for inclusion on the agenda of a specific regular Senate
- 3 meeting, as required in the *Senate Bylaws*, Part A, paragraph 3, the proposing
- 4 committee or senator must provide notice of the proposed item to the Office
- 5 of the Senate not later than 5:00 p.m. on the business day prior to the meeting
- 6 at which the Senate Executive Committee is scheduled to set the agenda.
- 7 Dates of these meetings shall appear on the published Senate calendar. Notice
- 8 may be made by delivery in paper form or by email to the Senate Office,
- 9 received not later than the above mentioned deadline, and must be sufficiently
- 10 explicit to be used as the basis for listing the item on the Senate agenda. It is
- 11 preferable, though not required, that the complete proposal be submitted at

12 this time. It is required that the complete proposal be submitted to the Office
13 of the Senate not later than 12:00 noon on the day on which the Senate packet
14 is to be distributed. If the complete proposal is not submitted by this deadline,
15 the item shall be deleted from the Senate agenda, unless the Senate Executive
16 Committee has provided otherwise. Packet distribution dates for regular
17 Senate meetings shall appear on the published Senate calendar.

- 18 • B. Any item meeting the requirements of A above shall be placed on the
19 agenda of the indicated meeting by the Senate Executive Committee. This
20 Committee shall arrange the items on the agenda as seems most suited to the
21 efficient organization of the Senate's business. In the event that, in the
22 opinion of the Senate Executive Committee, too much business has been
23 proposed for the agenda of a regular Senate meeting, except for the last
24 meeting of the academic year, the Committee may postpone one or more
25 items of business for not more than one meeting.

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UNIVERSITY STATUTES AND SENATE PROCEDURES

William Maher, Chair

H. George Friedman

Karen Hogenboom

Christopher Kunzweiler

Melissa Madsen

Anna-Maria Marshall

Alec Meyerholz

Kristine Campbell, *Observer*

Robert C. Damrau, *Ex officio*

Sandy Jones, *Ex officio (designee)*