

Key Parts of an Academic Senate (AS) Agenda & When to Make Motions

The AS President is referred to as president or chair.

1. Call To Order

<i>Establish Quorum and Approval of Agenda</i>
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- The chair or president officially starts the meeting.
 - Secretary notes time and attendance
 - Bylaws: A quorum must be present in order for the Senate to conduct business. A quorum shall be a majority of the membership of the Academic Senate.
 - If you cannot attend, please provide a proxy.
 - For meetings to go on time, please be on time.
 - **Motions? ✗** No motions made here.
- Approval Of Agenda
- The chair presents the agenda and asks if there are any objections or proposed amendments.
 - **Motions? Yes**, a senator can move to:
 - Approve or amend the agenda.
 - If there are none, the chair declares "The agenda is approved by consent" or "The agenda is approved as presented."

2. Public Comments

<i>Limited to 10 minutes total, 3-minute max per person</i>

- Time for non-senate members (faculty, students, staff) to provide input
- Limited to items not on the agenda
- Time limits apply per speaker - *3-minute max per person*
 - Bylaws: Public comments shall be limited to five (5) minutes on a topic/item.
- **Motions? ✗** No motions; this is an information-only period.

3. Approval of Minutes

- Senators approves the minutes from the last meeting
- **Motions? Yes**, a senator can move to:
 - Approve or correct previous minutes.
 - **Motion needed:** "I move to approve the minutes as presented/with the following corrections..."
 - Requires second, discussion permitted, majority vote

4. Reports (Informational Items)

<i>Reports from senate officers, committees, administration, or other groups</i>
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Motions? **✗** No motions; these are just for awareness unless an action item follows.

President's Report

- Updates from Academic Senate President
- **No motions required** unless action items arise

Committee Reports

- Updates from standing/ad-hoc committees
- **Motion needed only** if recommendations/support require Senate approval: "I move to accept/approve the recommendation from the ___ committee to..."
- Any senator may request an item be pulled for separate discussion

* The reports section of an agenda is for information sharing, not for taking action on substantive governance changes. Under Brown Act and Robert's Rules, reports are not the appropriate time for such significant structural changes.

5. Unfinished Business

<i>Discussion and/or Action Items</i>

- Items that were previously discussed but not resolved.
- **Motions?** **Yes**, if it was left pending from a past meeting.
- **Motions?** **Usually not**, if discussion only.
 - However, someone can make a **motion to move the item to an action item for immediate voting** (requires a second and vote).
- Topics listed as "Action " are where formal motions are made.
- **Motions?** **Yes**, senators can:
 - Make a **motion** to approve, reject, or modify a proposal.
 - Second a motion for discussion.
 - Amend motions if needed.
 - Vote

6. New Business

<i>No Action Yet</i>

- Introduction of **new topics for future discussion or action**.
- **Motions?** **Sometimes**
 - If listed as "**Discussion Only**", no motion yet.
 - If listed as "**Discussion & Possible Action**", a motion can be made.
 - If listed as "**Action**", a motion can be made.

7. Floor Items

<i>Reserved to raise concerns within the Academic Senate scope. The Senate will hear your concerns/questions, but may not respond. If requested, the concern can be included on a future agenda. (5 minute total time limit, 2 minute max per person)</i>

- **Motions?** **No motions**; this is for raising concerns only.

8. Announcements

<i>Senators share non-debate updates, upcoming events, or information.</i>

- **Motions?** ✗ No motions made here.

9. Adjournment

<i>The formal closing of the meeting.</i>

- **Motions?** **Yes**, a senator may move to adjourn.
- When it's time to end the meeting, a senator must say "I move to adjourn" or president/chair can ask "Is there a motion to adjourn?"
- Once a senator makes the motion, another senator should second it by saying "I second the motion" or simply "Second."
- President/Chair states "It has been moved and seconded to adjourn. All those in favor say 'Aye'... Those opposed say 'No'..."
- After the vote, the president/chair announces "The motion carries. The meeting is adjourned."