

**Crafton Hills College
Academic Senate
Proposed Meeting Rules**

1. Discussion Items
 - 1.1. Discussion of all issues will be limited to a maximum of fifteen minutes of open discussion.
 - 1.2. If at the end of the fifteen minutes, a senator wishes to extend discussion, he/she may move to extend discussion for specified amount of time. The motion must be seconded. A two-thirds vote is required to pass the motion. If the motion fails, discussion will cease.
2. Action Items
 - 2.1. Placing Action Items on the Agenda
 - 2.1.1. Resolutions and proposals will be placed on the agenda as a discussion item before becoming actionable.
 - 2.1.2. Resolutions and proposals must originate in a committee and be presented to the Academic Senate Executive committee, with research and/or supporting documentation in the week prior to a meeting in order to be placed on the agenda.
 - 2.1.3. At the discretion of the AS Executive Committee, requests for funding and smaller issues may be discussed and acted upon at the same meeting.
 - 2.2. Discussion of Action Items
 - 2.2.1. The chair of the committee offering the action items will present the item to the Senate prior to discussion.
 - 2.2.2. Action items will be placed on the agenda as action items for first reading only after having been discussed at the previous meeting.
 - 2.3. Debate of Action Items
 - 2.3.1. Debate of action items will be limited to a maximum of fifteen minutes.
 - 2.3.2. The AS President will recognize senators to speak in favor of and against the item in alternating order.
 - 2.3.3. No senator may speak consecutively in support of or against an action item.
 - 2.3.4. The AS President at any time may recognize a speaker wishing to make a point of clarification, point of inquiry or point of order.
 - 2.3.5. At the end of fifteen minutes or at a point at which there is no longer any senator wishing to speak in favor of or against the action item, debate will cease.
 - 2.3.6. If at the end of the fifteen minutes, a senator wishes to extend debate he/she may move to extend debate for specified amount of time. The motion must be seconded and requires a two-thirds vote to pass. If the motion fails, discussion will cease.
 - 2.3.7. At any time, a senator may call the question in an effort to end debate. Calling the question must be seconded and requires a two-thirds vote to pass.
 - 2.3.8. All resolutions will require a first and second reading.
3. Reports

Version 1.1

Last Updated: August 12, 2006

Approved:

- 3.1. Committee chairs will be required to make monthly reports to the Academic Senate.
 - 3.1.1. The following committees will report during the meeting on the first Wednesday of each month: Curriculum, Student Interests, Budget and Planning, Title V Bridging, Title V Steering, Educational Technology, District Assembly, Scheduling, Student Learning Improvement
 - 3.1.2. The following committees will report during the meeting on the third Wednesday of each month: Educational Policy, Personnel Interests, Scholarship, Honors Steering, Technology Planning, Professional Development, Enrollment Management/Educational Master Planning, GE Task Force
- 3.2. Other Reports
 - 3.2.1. The College President or her designee will have the opportunity to report at each meeting.
 - 3.2.2. Representatives Student Senate, Classified Senate and CCA will have the opportunity to report at each meeting.
4. Announcements
 - 4.1. Any member of the college community wishing to make an announcement to the Academic Senate shall e-mail the announcement to the AS President no later than noon on the day of the meeting.

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