

3-27-2006

Timely Provision of Agenda Materials

Clara Krug
Georgia Southern University

Follow this and additional works at: <https://digitalcommons.georgiasouthern.edu/faculty-senate-index>



Part of the [Higher Education Administration Commons](#)

Recommended Citation

Krug, Clara, "Timely Provision of Agenda Materials" (2006). *Faculty Senate Index*. 243.
<https://digitalcommons.georgiasouthern.edu/faculty-senate-index/243>

This motion request is brought to you for free and open access by the Faculty Senate at Digital Commons@Georgia Southern. It has been accepted for inclusion in Faculty Senate Index by an authorized administrator of Digital Commons@Georgia Southern. For more information, please contact digitalcommons@georgiasouthern.edu.

Approved by the Senate: 3/27/2006

Not Approved by the Senate:

Approved by the President: 4/20/2006

Not Approved by the President:

Timely Provision of Agenda Materials

Submitted by Clara Krug

3/27/2006

Motion:

That Section 108.3 in the Faculty Handbook, "Bylaws of the Faculty Senate," be revised to include the following statement in Article II--Membership and Meetings, Section 3.:

Senators will receive in writing any item intended for notification, discussion, or action at least 48 work hours in advance of the Senate meeting at which said item will appear on the agenda, and they will receive copies of any documents related to said agenda item at least 48 work hours in advance of the Senate meeting. For purposes of these "Bylaws," the work week is defined as 8:00 a.m. on Monday until 5:00 p.m. on Friday when classes are in session.

The current Section 3 will be renumbered as Section 4, and the current Section 4 will be renumbered as Section 5.

Rationale:

The Senate Parliamentarian suggested at the March 27 meeting of the Senate that this agenda item appear in the Bylaws and that I identify a specific section in which to include it.

SEC Response:

4-10-2006: The SEC stipulates that the correct section to be modified is 108.03, not 108.3. This is a second reading of a Bylaws change, and is scheduled for the April 18th Senate meeting.

Senate Response:

March 27 meeting of the Senate that this agenda item appear in the Bylaws and that I identify a specific section in which to include it. Approved by the Faculty Senate, 3-27-2006.

Motion: Timely Provision of Motion: Timely Provision of Agenda Materials, Second Reading, Clara Krug (CLASS): As Pat mentioned, this is a second reading of a Bylaws change. When I proposed this motion, I did not realize it would be a Bylaws change, so I appreciate everybody's letting me know that necessity. I apologize because, as you may have realized, the time between the last Senate meeting and the date for submission of agenda items was so brief that I really did not have a lot of time to check with Candy Schille and with Bob Cook before I submitted this. I was more concerned about submitting it than I was about a final perfect draft, so again I apologize to Candy and Bob. I have subsequently though had email messages from both of them about this. I assume that you all have this in front of you. The motion is I think fairly specific. I know that last time there was some concern about what might not be discussable. I think though that I will go ahead and make this motion, and then we may discuss what sections of the agenda might or might not be affected by that. The motion was seconded.

Clara Krug (CLASS): I will read the motion. "That Section 108.03 in the Faculty Handbook, 'Bylaws of the Faculty Senate,' be revised to include the following statement in Article II--Membership and Meetings, Section 3: Senators will receive in writing any item intended for notification, discussion, or action at least 48 work hours in advance of the Senate meeting at which said item will appear on the agenda, and they will receive copies of any documents related to said agenda item at least 48 work hours in advance of the Senate meeting. For purposes of these 'Bylaws,' the work week is defined as 8:00 a.m. on Monday until 5:00 p.m.

The current Section 3 will be renumbered as Section 4, and the current Section 4 will be renumbered as Section 5.”

Pat Humphrey (COST) Senate Moderator: I would like to ask one question for clarification. When you say 48 work hours, do you mean 48 clock hours or six, as I call it, days?

Clara Krug (CLASS): I mean, for example, if this were a Monday Senate meeting, items would be due on the previous Thursday because I am assuming that we are not considering Saturday and Sunday as part of the work week, as it is defined here as 8 a.m. on Monday until 5 p.m. on Friday when classes are in session. It would also mean that if we met the first day after a break everything would have had to have been given to us 48 hours prior to the beginning of that break.

Michael Moore (COE): So, if this were in effect currently, this piece of paper that Alice gave us earlier today would have had to have been distributed 48 hours in advance?

Pat Humphrey (COST) Senate Moderator: No, that is not an agenda item. That is an announcement for the Family Life Center.

Michael Moore (COE): Well, it says intended for notification, in the motion--senators receive in writing any item intended for notification

Clara Krug (CLASS): Well, intended for notification at which said item will appear on the agenda. This did not appear on the agenda.

Pat Humphrey (COST) Senate Moderator: The key word there is on the agenda.

Clara Krug (CLASS): Yes, it would be on the agenda.

Richard Flynn (CLASS): I am assuming, however, that any motion made under new business could still be made under this, right? Is that correct?

Clara Krug (CLASS): As I understand it, unfinished business is already on the agenda, so items under unfinished business could be brought up

Richard Flynn (CLASS): And new business?

Clara Krug (CLASS): New business is already on the agenda. An item could be brought up, but as Parliamentarian Cook wrote to me on the 3rd of April, there are “several avenues by which the Senate can consider whatever it wishes, whenever it wishes.” 1) President Grube apparently can add any agenda item he chooses; 2) Motion to suspend the rules, or suspend former process for dealing with a specific question; 3) Change or depart from the agenda immediately to take up a matter out of its proper order is also debatable and takes a two-third vote. So, there are ways in a case of an emergency. For example, if we are expecting a hurricane, and we want to know if we should consider evacuating the campus, we could consider that. That does not seem so strange anymore given Katrina and what happened to various places in New Orleans and other places. Or, if there is new business which comes up as a result of discussion at a meeting like today, we could consider that since new business is already on the agenda.

Mary Marwitz (CLASS): Would you agree to say two work days, rather than 48 work hours?

Clara Krug (CLASS): That would be fine. I am just trying to make it possible for people who now do not come in five days-a-week, but come in usually on a Tuesday/Thursday or a Monday/Wednesday/Friday schedule to be able to receive in their offices two days in advance, 48 hours in advance, of the Senate meeting what they need to be able to read and really study before the Senate meeting.

Pat Humphrey (COST) Senate Moderator: Mary, are you making a motion to amend the motion?

Mary Marwitz (CLASS): Yes

Pat Humphrey (COST) Senate Moderator: Is there a second to Mary’s amendment? The amendment was seconded. Is there discussion on the motion amendment?

Clara Krug (CLASS): I accept that as a friendly amendment. It is in line with what I was intending. My main goal with this, as I mentioned before, is to let Faculty Senators have time to study items before we meet.

Richard Flynn (CLASS): Clara, can I assume that publishing the agenda with relevant attachments on the Senate web site constitutes in writing?

Clara Krug (CLASS): Yes, that would be in writing. Sure.

Richard Flynn (CLASS): Okay.

Clara Krug (CLASS): Sure. Thank goodness for the web, because you have things published in a timely manner there.

Pat Humphrey (COST) Senate Moderator: All right. So we have a friendly amended motion, is there any further discussion? Just so that everybody knows on what we are voting: The motion is that Section 108.03 in the Faculty Handbook, "Bylaws of the Faculty Senate" be revised to include the following statement in Article II — Membership and Meetings, Section 3: Senators will receive in writing any item intended for notification, discussion, or action at least 2 work days in advance of the Senate meeting at which said item will appear on the agenda, and they will receive copies of any documents related to said agenda item at least 2 work days in advance of the Senate meeting. For purposes of these "Bylaws," the work week is defined as 8:00 a.m. on Monday until 5:00 p.m. on Friday when classes are in session. The current Section 3 will be renumbered as Section 4, and the current Section 4, will be renumber as Section 5.

Since this is a Bylaws change, it does require a two-thirds vote. I will ask first for a voice vote. The motion carried.

Clara Krug (CLASS): Thank you very much.

Bob Cook (CIT), Senate Parliamentarian: Pat, I printed the Bylaws from the Faculty Senate web page, and they do not follow the same numbering as the Bylaws in the Faculty Handbook that Clara just amended, [editorial note: The Bylaws in the Handbook were last amended February 2004; the ones on the Senate web page were last amended June 2004.] so I guess Ginger, if you are the right person, I would be more than happy to help you, but the two need to be the same, so that when we amend something, it looks the same in both places.

Pat Humphrey (COST) Senate Moderator: We will make sure that that happens.

Bob Cook (CIT) Senate Parliamentarian: We will go with the Faculty Handbook, and then, if there is a difference, we will have to go back to the minutes and see what the truth is.

Clara Krug (CLASS): Okay. Thank you.

Bob Cook (CIT): We will try and get them both the same.

President's Response:

Dr. Grube: Approved by the President 4-20-2006. Following review of the recommendation adopted by the Faculty Senate at the April 18, 2006, Faculty Senate meeting, as provided in your memo of April 19, 2006, I have approved the motion below presented to the Senate by Dr. Clara Krug. MOTION: That Section 108.03 in the Faculty Handbook, "Bylaws of the Faculty Senate," be revised to include the following statement in Article II--Membership and Meetings, Section 3.: Senators will receive in writing any item intended for notification, discussion, or action at least 2 work days in advance of the Senate meeting at which said item will appear on the agenda, and they will receive copies of any documents related to said agenda item at least 2 work days in advance of the Senate meeting. For purposes of these "Bylaws," the work week is defined as 8:00 a.m. on Monday until 5:00 p.m. on Friday when classes are in session. The current Section 3 will be renumbered as Section 4, and the current Section 4 will be renumbered as Section 5.

RATIONALE: The Senate Parliamentarian suggested at the March 27 meeting of the Senate that this agenda item appear in the Bylaws and that I identify a specific section in which to include it.