



MEMORANDUM

To: Julio Frenk, President

From: Tomás A. Salerno
Chair, Faculty Senate

A handwritten signature in blue ink, appearing to read 'Tomás A. Salerno'.

Date: January 31, 2019

Subject: Faculty Senate Legislation #2018-40(D) – Addition of Section (B4.15) to the *Faculty Manual*: Committee on General Welfare Rules of Procedures

The Faculty Senate, at its January 30, 2019 meeting, voted to unanimously approve the proposal to add a section (B4.15) to the *Faculty Manual* to delineate the procedures for Faculty Senate Committee on General Welfare meetings, consistent to procedures that were added to the *Faculty Manual* Section B2:Meetings, for the Faculty Senate meetings through Legislation #2018-03(D). This would be a new Section to add to existing Section B4: Standing Committees.

Proposed *Faculty Manual* language:

BEGIN TEXT OF NEW SECTION:

B4.15 The Committee on General Welfare (GWC).¹

- (a) Role. The General Welfare Committee carries out the activities listed in A9 and other functions specified in the Faculty Manual. It also serves as the executive committee of the Senate and as the Advisory Council pursuant to section A8.1. However, this advisory function shall not apply if the Chair proposes an alternative Advisory Council to serve for that academic year, a majority of the GWC concurs by secret ballot, and the Senate approves.
- (b) Composition; election of members and alternates. The Senate members shall elect the members of the General Welfare Committee in keeping with the procedures in B3.6. In making the election of a GWC member from a particular school, the Senators shall first have the opportunity to hear the recommendation, if any, of the Senators from that school. Each school shall have one or more alternate members, elected by the Senate in accordance with B3.6. If a GWC member representing a particular school resigns or the position otherwise becomes vacant, the School Council may appoint

¹ The Committee on General Welfare is sometimes referred to as the General Welfare Committee or GWC. These three terms have identical meaning.

from that school's or college's Senators or Alternates a temporary member, until the Senate can meet to elect a new GWC member from that school.

- (c) GWC meeting procedures. Except as provided elsewhere, the following provisions shall govern the procedures of all meetings of the General Welfare Committee.
- a. Agenda. Prior to each meeting of the General Welfare Committee, the Secretary of the Senate, following consultation with the Senate Chair, shall prepare a draft agenda for consideration by the Chair for the meeting. The agenda shall list any changes proposed for the *Faculty Manual*, any suggested Senate legislation, and any other decision proposed to be taken by the Senate, whether by the Administration, by the Dean of a School, or by a School Council. It shall normally also list any matter suggested by a Senate Committee, or by a motion from the floor of the Senate at a prior meeting. It may list information-only items, i.e. for which no action is needed at the time. The agenda shall identify the proponent of the measure, specify the order in which such matters will be taken up, and allocate the amount of time for discussion of each item. The Secretary shall forward the agenda by hand, inter-office mail or by electronic means to each member of the GWC, each alternate, each proponent of a measure listed on the agenda, and any other person the Secretary considers should be made aware of an agenda item, and who may wish to speak concerning it. Except for matters to be considered in Executive Session, the agenda and supporting materials shall also be provided to the Provost. The text of proposed resolutions and related supporting materials shall be available with the agenda. The agenda shall also provide for "New Business" not otherwise specified.
 - b. Attendance at meetings. Meetings of the General Welfare Committee are closed. They may be attended only by members of the committee from each school (or in the absence of the member, by the school's alternate elected by the Senate), the elected officers of the Senate, and the Secretary of the Senate (hereafter "members"), and the Senate's staff. In addition, proponents of a measure listed on the agenda shall normally be invited to address the GWC when it is considering a matter, unless a decision is on the consent agenda, or designated on the agenda for review on the basis of documents only. This provision shall not preclude the GWC from discussing a matter without the presence of the proponent either before or after a proponent's presentation. Opponents of a measure may also be invited to address the GWC. Other persons may be invited to speak to the GWC at the discretion of the Chair, e.g. to brief the GWC on an important matter for which no Senate action is currently needed.
 - c. Nothing in this section precludes the GWC from meeting in Executive Session with a separate agenda, in which case, no person may be present in the meeting except GWC members, and those other persons deemed by the

Chair to be essential to the matter at hand.

- d. The GWC shall normally operate informally. However, any member may request that the rules for discussion, voting, and other disposition of a particular matter, or for the duration of a particular meeting, shall be carried out using the requirements of *Roberts Rules of Order*, the latest edition. Those requirements shall then be followed if the Chair agrees, or if a majority of the members vote in favor by a show of hands. However, the use of *Roberts Rules* in such a case shall be subject to the following exceptions:
- (1) Other than the listed proponent of a measure, no person shall be recognized by the Chair and allowed to speak for a second or subsequent time until all those wishing to speak have had the opportunity to speak once.
 - (2) At the end of the time allowed for discussion of an item on the agenda, the Chair shall ask whether the members wish to take additional time for debate, to vote on the matter, to table the matter, to send it back to the proponents, or to refer the matter to a standing or *ad hoc* Senate Committee for further consideration, with or without instructions, or to refer the matter to the Senate for information or discussion only². If the Chair senses that there is a consensus, or a strong majority in favor of a course of action, the Chair will declare the disposition of the matter. However, if a member disagrees with the decision of the Chair, and if seconded, a vote by a show of hands to decide the disposition will immediately follow.
 - (3) The Chair may not vote on any matter except to break a tie. The Chair shall surrender the gavel to another officer if the Chair wishes to speak personally for or against the merits of a proposal. No such duty falls on the Chair if the Chair wishes to speak on a procedural question or any other topic not involving the merits of a proposal.
 - (4) No vote is required after an amendment to the substance of an agenda item has been moved and seconded. Instead, debate shall continue on the original proposal and the amendment, until all have spoken who wish to do so, or the time for debate has expired. At that juncture, the Chair shall take up proposed amendments, beginning with the most far-reaching amendment, and continuing with voting until all amendments suggested and seconded have been approved or rejected. The Chair will then state the text of the proposal as amended and conduct the vote by the GWC members. This subparagraph does not preclude the proponents of a measure from accepting a proffered

² [See Section B2.8 of the *Faculty Manual*.]

amendment as a friendly amendment, which is then automatically incorporated into the text of the proposal.

- e. To the extent possible, decisions by the GWC shall be taken by consensus. Where no consensus can be achieved, the matter shall be decided by vote of the members present and constituting a quorum. Voting shall normally be by voice vote. However, if a member disagrees with the decision of the Chair, a vote by a show of hands to decide the disposition will immediately follow. If the *Faculty Manual* so requires, or if three members so request, a vote will be taken by secret ballot. The Secretary shall keep a record of the tally on all matters decided by vote, but no record shall be kept of the votes of individual members.
- f. Decisions of the GWC are not binding on the Senate. The Secretary shall not reveal the exact vote tally to anyone other than a member of the GWC, but in subsequent Senate discussion, the Chair has the discretion to indicate whether a matter was approved “by consensus”, “by a unanimous vote”, “with a substantial majority in favor”, or “by a narrow majority”, so as to give the Senate members an indication of the strength of views of the GWC on the matter.

END TEXT.

This legislation is now forwarded to you for your information.

TAS/rh

cc: Jeffrey Duerk, Provost and Executive Vice President for Academic Affairs
All Currently Serving GWC members and alternates