

# 2021-22 Membership

- 6 Members
  - Marc A. Babi (term ends 2023)
  - Ashley Ghiaseddin (term ends 2024)
  - Mei-Fang Lan (term ends 2024)
  - Charlene Luke (chair; term ends 2022)
  - Merritt McAlister (term ends 2022)
  - Katie Vogel Anderson (term ends 2023)
- 2 Administrative Liaisons
  - Christopher Hass (Provost's office)
  - Taylor Rose (General Counsel's office)

# UCRC Mission

- UF Const. Art. V sec. 2.C:
- “University Constitution and Regulations Committee. This committee is comprised of six members elected by the Faculty Senate from the faculty at large. The members serve staggered three-year terms. The Chair is elected by the Committee. It is charged with the review of the provisions of the University Constitution and with making recommendations in connection therewith to the Faculty Senate. Changes to the Constitution that are proposed to the Senate shall be referred to the Constitution Committee for consideration and recommendation to the Senate. The Constitution Committee acts as an agent of the Senate to interpret the meaning of any provision in the Constitution. It edits and prepares for publication revised editions of the Constitution. It advises the Faculty Senate on regulation changes and administration.”

Senate Term Ad Hoc Committee Update – Richard Scholtz, Chair

# Information Item: Process for Special Senate Meeting

- Currently this matter is an information item. We will be reviewing text of UF Constitutional provisions, related Senate Bylaws, and then allowing any visitors to speak briefly.
- Please consider whether as a member of committee you want to make a motion or second to add voting item(s).
  - Potential avenues (below is far from inclusive list):
    - Vote to submit interpretation/recommendations/brief report to Steering and/or Senate? Text of such?
    - Vote to undertake project to amend UF Constitution with recommendation for parallel project to relevant committee to amend Senate bylaws to resolve ambiguities going forward? Process for drafting?

# Constitution Provisions Regarding Special Senate Meetings & Agenda

- UF Cont. Art. IV sec. 4: “The Faculty Senate shall normally meet at least once during each calendar month of the academic year or as specified by the Bylaws of the Senate. Special meetings of the Senate may be called upon due notice at such times as the Chair or President may designate or upon petition of twenty-five members of the Senate.”
  - Parallel provision in Senate Bylaw 4(G)(1)(b): “Special meetings of the Senate may be called upon due notice at such times as the Chair or President may designate, or upon petition to the Chair of at least 25 voting members of the Senate.”

# Constitution Provisions Regarding Special Senate Meetings & Agenda

- UF Const. Art. IV sec. 1: “The Senate agenda prepared by the Senate Steering Committee shall consist of three parts: (a) reports of the President, Provost, and Faculty Senate Chair (b) information items, such as reports of general decisions or summaries from committees or others as appropriate; and (c) action items containing matters to be decided at current meetings and proposals for action at subsequent meetings.”
- UF Const. Art V. sec. 2A: “The Steering Committee shall determine the agenda for each meeting of the Senate. It shall provide for reporting to the Senate by administrative officers, by the chair(s) of councils and committees, and by individuals. It coordinates, reviews, and refers actions and proposals from Senate and Joint Committees and from the Administration. The Steering Committee also refers matters to the Senate Policy Councils and accepts reports and recommendations from the Senate Policy Councils and committees for Senate action. Where appropriate, the Steering Committee can direct a matter to the combined attention of two or more Senate Policy Councils. It shall select an alternate member of the Advisory Council of Faculty Senates from among its members, excluding the Chair, Chair Elect, and Past Chair of the Senate. The Senate Steering Committee shall be responsible for establishing the procedure for voting.”

# Related: Senate Bylaw 4(C): Senate Organization and Procedure: Senate Agenda

- (1) The Senate Agenda, prepared by the Senate Steering Committee, shall consist of three parts:
  - (a) Reports of the President, Provost, and Chair of the Senate;
  - (b) An Information Agenda consisting of information items, such as reports of committees, and
  - (c) An Action Agenda, consisting of action items, containing matters to be decided at the current meeting.
- (2) Placing items on the Agenda:
  - (a) Items to be included on the Senate Agenda shall be submitted to the Secretary of the Senate.
    1. Items to be included on the Agenda may be submitted by any member of the Senate, by the chairperson of any committee or council, by a member of the faculty, or by an administrative officer of the University.
    2. Items to be included on the Agenda shall be submitted in writing, in the manner prescribed by the Senate Steering Committee.
    3. The Senate Steering Committee shall post the process for submitting items to the agenda on its website.

## Bylaw 4(C)(2)

- (b): The Senate Steering Committee shall determine whether items should be:
  1. Referred to a Senate Council or Committee,
  2. Placed on the Information Agenda of the Senate
  3. Placed on the Action Agenda of the Senate,
  4. Deferred, or
  5. Declined.
  
- (c) Ordinarily, the Senate Steering Committee shall refer matters brought to its attention to the appropriate Senate Council or Committee for consideration and report.
  1. Upon receipt of the report or before, the Steering Committee normally places the item on the Information Agenda prior to its placement on the Action Agenda.
  2. The Steering Committee may place an item immediately on the Information Agenda if it feels that no committee consideration or report is necessary, or on the Action Agenda in unusual, special or emergency circumstances.
  
- (d) The Steering Committee shall within 48 hours inform the person who submitted the item as to its disposition.

(3) Distribution of the Agenda: The Secretary of the Senate shall distribute the Agenda, and all materials related to items on the Agenda, to each member of the Senate seven days before the meeting of the Senate.



#### Bylaw 4(C)(4): The Information Agenda

- (a) Matters appearing on the Information Agenda shall appear in the Agenda and on the Senate website as a brief written report summarizing any longer report.
- (b) Matters appearing on the Information Agenda may be elaborated orally before the Senate.
- (c) After the presentation of an information item, the presiding officer shall inquire whether the Senate wishes to discuss the materials presented in the information item. Upon an affirmative indication by ten Senators, the matter shall be opened for discussion.
- (d) After presentation of the scheduled information items, any Senator may ask the Senate to add to the Information Agenda of the next meeting any item previously submitted to the Steering Committee by the specified deadline that has been deferred or declined by the Steering Committee. Upon majority vote by the Senators present, the item shall be added to the Information Agenda of the next meeting.

#### (5) The Action Agenda

- (a) Matters appearing on Action Agenda shall be debated and voted on at that meeting of the Senate.
- (b) Any Senator may ask the Senate to add to the Action Agenda of the meeting any item on the Information Agenda of the meeting. Upon two-thirds vote by the Senators present, the item shall be added to the Action Agenda of the meeting.
- (c) The Senate shall not vote or take other action on any item not on the Action Agenda.

# Related Senate Bylaw 4(H)

## **“Senate Organization and Procedure: Public Appearances Before the Senate or a Senate Committee.**

Individuals or representatives of groups who desire to appear before the Senate or a Senate Committee regarding any item being considered on the meeting agenda of the Senate or of the Senate Committee must submit their requests to the Secretary of the Senate specifying the agenda item about which they wish to speak. Such a request, along with the requestor’s name and contact information, any group represented, and any supporting documentation, must be submitted at least two (2) days prior to the start of the meeting. Consistent with the law, the Faculty Senate Chair or the Chair of the Senate Committee will determine whether the item will be heard and when (at what meeting and when on the agenda) it will be heard, and may require a representative for a group if many members request to be heard on the same topic. The Faculty Senate Chair or the Chair of the Senate Committee may set time limits on requestors’ presentations. The time limit on any presentation shall not exceed 5 minutes. The Faculty Senate Chair or the Chair of the Senate Committee may limit the aggregate time for public comments at a meeting to 15 minutes.”

# Related Senate Bylaw 20(A)(3)

- “(a) Committees shall report to the Senate or to the Senate Steering Committee, orally or in writing, at the request of the Senate or the Steering Committee. Generally such reports will be brief and will be made to inform the Senate concerning committee policies and procedures.
- (b) Brief summaries of committee reports may be submitted to the Steering Committee in time for inclusion in the information agenda.
- (c) At the request of 10 or more Senators, any committee report which has been submitted to the Senate shall be opened for discussion and for possible transfer to the action agenda.”

# Additional Constitutional Provisions

- UF Const. Art. VIII: “This Constitution may be amended by a two-thirds vote of the voting members present and voting at any regular meeting of the Faculty Senate held during the regular academic year, provided that the text of the proposed amendment has been submitted in writing to members of the Senate at least 30 days prior to the meeting and the notice of its intended consideration has appeared on the agenda circulated with the call to the meeting.”
- UF Const. Art. IV sec. 1: “Senate Bylaws may be proposed on the Senate floor and referred to an appropriate committee. Proposed Bylaws shall be reported out by appropriate committees, with the content submitted in writing to the Senate at least two weeks prior to the meeting. Bylaws adoption requires a favorable majority of those present and voting.”