



RUTGERS POLICY

Section: 50.2.3

Section Title: University Senate

Policy Name: University Senate - Procedures

Formerly Book: 2.2.3

Approval Authority: Board of Governors

Responsible Executive: Executive Vice President for Academic Affairs

Responsible Office: Office of Academic Affairs

Originally Issued: 1959

Revisions: 9/1990; 10/7/2010; 7/1/2013 (Updated administrative titles)

Errors or changes? Contact: policies@oaa.rutgers.edu

1. **Policy Statement**

The Rutgers University Senate is a university-wide deliberative body consisting of representatives of Rutgers faculty, students, staff, administrators, and alumni. The Senate meets to consider matters of general University interest, and to make recommendations to the University administration on those matters. This policy outlines the procedures of the University Senate.

2. **Reason for Policy**

To establish the procedures of the University Senate.

3. **Who Should Read This Policy**

All members of the Rutgers University Community

4. **Related Documents**

Policy 50.2.1, University Senate – Membership and Organization
Policy 50.2.2, University Senate – Duties and Powers

5. **Contacts**

Office of Academic Labor Relations
848-932-7174

6. **The Policy**

50.2.3 UNIVERSITY SENATE - PROCEDURES

- A. The Senate Executive Committee, prior to April 1, shall appoint a nominating committee to select candidates for the office of chairperson, vice-chairperson, and for membership on the Executive Committee and all other officers and representatives that are to be elected by the Senate. The report of the committee shall be circulated to members of the Senate-elect at least ten days before a special meeting of the Senate-elect to be held in May for the purpose of electing officers.

- B. The Senate shall meet at a stated time at least once each month during the academic year. In addition, the chairperson or the Executive Committee may convene a meeting of the Senate at any time; the chairperson shall convene a meeting on the written request of any ten delegates or at the request of the President of the University.
- C. The Senate Executive Committee will ordinarily meet monthly during the calendar year and shall regularly meet with the President or Executive Vice President for Academic Affairs to discuss matters of mutual concern.
- D. A quorum of the Senate shall consist of one-third of the voting membership.
- E. The chairperson, Executive Committee or the Senate by resolution shall have the power to invite any person to address the Senate. The meetings of the Senate shall ordinarily be open.
- F. The Senate may authorize the Executive Committee to act on its behalf between meetings.
- G. The Senate shall have the power to establish committees. The chairperson and at least one other member of each Committee shall be members of the Senate.
- H. The Senate may delegate its powers to appropriate committees each of which shall include at least one member of the Executive Committee.
- I. The Senate shall have the power to organize subsenates.
- J. The Senate shall have the power to adopt regulations governing its own procedures. Robert's Rules of Order shall be followed except in those cases where they are inconsistent with Sections 50.2.1- 50.2.3 of these policies.
- K. All prior policies adopted by the Senate are hereby extended until modified in accordance with the provisions of this instrument.