

# Proposed Bylaws Revision for Requesting Agenda Items

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**Note: The black font is the existing policy that can be found on page 13 of the [Academic Senate Bylaws](#). The blue font in this document are the proposed revisions and additions and strikethrough signifies proposed deletions.**

## Requesting Agenda Items

As Academic Senates are established through an action of the local Board of Trustees in accordance with title 5 §53200, they are subject to the Brown Act. Many of the policies and processes that follow are the result of the Senates obligation to follow a set of policies that became law in 1953.

All faculty have a right and a responsibility to request items be added to the agenda. Any faculty may submit a requested agenda item, including proposed resolutions, to the Historian [through the Academic Senate Agenda Item Request form](#).

The Executive Team will discuss at its next meeting whether and when to include the item on an agenda, considering such factors as the relevance to academic and professional matters (“10+1”), related work by Participatory Governance committees, preparation, and availability of meeting time. ~~The Executive Team will provide the requester either the date of the planned agenda item or a rationale for not doing so.~~ [If the request meets those standards, the Executive Team shall not disallow valid agenda item requests. The Executive Team will provide the date of the planned agenda item to the requestor. If the Executive Team determines they must reject the proposed agenda item, a rationale for rejecting the agenda item must be made to the requestor by email within 48 business hours following the decision.](#)

[Topics to be considered for Senate Business meetings can be solicited during the Academic Senate semester retreats. During Academic Senate semester retreats the agenda item submission form will be explained to all attendees. Additional requests can be made during the standing item in Senate Business Meetings called “Future Agenda Item.”](#)

~~Requests can be made through direct communication with any member of the Senate Executive Team.~~

[Requests can be made through direct communication with any elected officer of the Senate through a direct request via email \[AcademicSenate@sac.edu\]\(mailto:AcademicSenate@sac.edu\).](#)

## **Amending the Meeting Agenda**

Amendments to the Senate agenda after the agenda has been shared publicly can occur if a Senator requests an amendment to the agenda 48 hours prior to the next Senate Business meeting by informing the Senate Historian and Senate President of any such requests via the Academic Senate email ([AcademicSenate@sac.edu](mailto:AcademicSenate@sac.edu)). The amendment request should include the agenda item and rationale supporting the request.

Amendments can also be requested by any Senator following a motion to adopt the agenda. To do this, any Senator can motion to add items, delete items, or change the order of the agenda. Once a Senator motions to amend the agenda, the motion would be voted upon based on bylaws quorum of simple majority, fifty percent (50%) and in accordance with Robert's Rules of Order.

## **Action and Discussion on Non-Agenda Items**

As the Brown Act was enacted to ensure that public's business is conducted openly, the statute affords Academic Senate's limited authority to act on or discuss non-agenda items at regular meeting

As a general rule, the Academic Senate may not act on or discuss any item that does not appear on the agenda posted for a regular meeting. § 54954.2(a)(3).

This rule does not, however, prevent the Academic Senate from acting on a non-agenda item that comes to its' attention after the agenda posting if immediate action is warranted. § 54954.2(b)(2).

For this exception to apply, the Senate must publicly identify the item to be addressed and meet any of the conditions below:

- 1) Determine by a majority vote of the Senators that an emergency situation exists, as defined in Section 54956.5.
  - a. Per Section 54956.5, "emergency situation" means both of the following:
    - (1) An emergency, which shall be defined as a work stoppage, crippling activity, or other activity that severely impairs public health, safety, or both, as determined by a majority of the members of the legislative body.
    - (2) A dire emergency, which shall be defined as a crippling disaster, mass destruction, terrorist act, or threatened terrorist activity that poses peril so immediate and significant that requiring a legislative body to provide one-hour notice before holding an emergency meeting under this section may endanger the public health, safety, or both, as determined by a majority of the members of the legislative body.

- 2) Determine by a two-thirds vote of Senators present at the meeting, or, if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the Senators after the agenda was posted

### **Reporting of Submitted Agenda Items**

All agenda requests will be recorded to include whether the request was approved or not approved. At each Senate Business meeting, the Historian will report the total number of agenda items submitted for the meeting, For items not approved, the Senate President must include in their report at the business meeting following any decision the rationale for why the request was not approved.

The Historian will provide a quarterly report to the Senate on agenda item activity.