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SM-S05-5

At its meeting of April 4, 2005, the Academic Senate passed the following Senate Management Recommendation presented by Senator Veregge for the Organization and Government Committee.

SENATE MANAGEMENT RESOLUTION

MODIFICATION TO ROLE OF SENATE SECRETARY AND

SENATE ADMINISTRATIVE ANALYST

Whereas, the Senate By-Laws have been modified to change the name and role of the Senate

Secretary,

Resolved, that the following resultant change be made to the Senate Rules:

19. Duties of Senate Officers

In addition to such duties as are provided for by the Academic Senate Constitution and By-Laws,

a) The Chair shall oversee the Senate's policy formulation process, shall take care that Senate policies are periodically reviewed and that appropriate revisions are initiated, shall cooperate with the incoming Chair to assure an orderly transition, shall be the Senate's principal spokesperson, and shall supervise the operations and activities of the Senate office;

b) The Vice Chair shall assist and advise the Chair, shall undertake such special projects (e.g., Senate retreats) on behalf of the Senate as the Chair and the Executive Committee may request, and shall cooperate with the outgoing Chair to assure an orderly transition;

c) The ~~Secretary~~ Associate Vice Chair shall facilitate and encourage recruitment of faculty as candidates for the Senate and Senate committees, shall report Executive Committee proceedings to the Senate, and shall assist the Chair in the conduct of Senate meetings ~~and with Senate minutes, correspondence and archives~~;

Approved:	November 29, 2004
Consulted:	Chair of Senate, Senate Administrative Analyst, Secretary of the Senate
Present:	Judy Hilliard, Chris Hebert, Sharon Parsons, Marilyn Easter, Sally Veregge, Irene Miura
Absent:	Ruth Wilson, Caroline Fee, Jennifer Lam, Chang Choo
Vote:	6-0-0
Financial Impact:	None