

RULES OF PROCEDURE OF THE UNIVERSITY SENATE

The Columbia University Senate is governed by the current edition of *Robert's Rules of Order* and, in addition, by those rules appearing below which have a particular application to this body.

RULE 1

MEETING TIME. Meetings of the Senate shall be convened at 1:15 P.M. and adjourned at 5:00 P.M. Prior to 5.00 P.M., the Chairman may entertain a motion for adjournment or for an extension of time. Unfinished business shall be held over until, and placed on the agenda for, the next regular or special meeting of the Senate.

RULE 2

WRITTEN RESOLUTIONS. Members making proposals or amendments on the floor shall immediately transmit them in writing to the President.

RULE 3

COMMUNICATION WITH NON-SENATORS. Only members of the Senate and those persons specified in Section 1 (g) of the By-Laws may address the Senate when it is in session. Other persons wishing to communicate with the entire body of the Senate may do so in writing, and the Secretariat shall distribute such written communication to all Senators provided that 125 copies are deposited with it at least 24 hours prior to any particular session. On extraordinary occasions, the Senate may, by a two-thirds vote taken at any session, schedule a convocation of the Senate to hear persons who wish to address it or whom the Senate wishes to invite to address it. At such convocation no business shall be transacted and no motion or vote shall be in order. Upon recommendation of the Executive Committee, the Senate may decide, by a two-thirds vote, to hear speakers not covered in the above provision.

RULE 4

RECORD VOTE. By a one-third vote of the members present and voting, a written and signed ballot may be taken on substantive questions. Tellers will make an immediate count of the votes, and after the result has been announced, the Secretariat will proceed to register the individual members' votes for release at the end of the meeting.

RULE 5

UNANIMOUS CONSENT. When the Committee on Education reports to the Senate concerning minor changes in degree requirements or degree-granting programs, it may ask that such resolutions be adopted by unanimous consent. Copies of these resolutions must have been circulated in advance to all members of the Senate and to the deans of all divisions of the University. If, at the conclusion of the reading of the relevant resolution or at any other time within 30 days following the sending out of such information, no objection has

been made by any senator, the recommendations of the Committee on Education shall be regarded as having been formally adopted at the close of the second plenary meeting following the original report.

RULE 6

SUSPENSION OF THE RULES. A motion to suspend the rules, if there is objection, shall not pass except by a three-fifths vote of all incumbent members of the Senate.