

SBVC Academic Senate Meeting Norms

Start and end on time

General guideline for reports

- 5 minutes for committee reports
- 5 minutes for presidents' (Academic Senate and College) reports
- Guest time limits at the discretion of the president

General guidelines for discussion

- 10 minutes will be allotted for discussion of a topic.
- One 5 minute extension per topic may be requested by any senator.
- 2 minutes per person during a discussion
- New speakers have a priority during a discussion
- New points only should be introduced in a discussion

Code of conduct

- Respect the speaker
- Value the opinions of others
- Walk in front of speaker only when absolutely necessary
- Wait to be recognized to speak
- No side-bar discussion
- Use of a parliamentary procedure is encouraged, especially for resolutions

Attendance

- Proportional attendance by division senators is necessary
- A Senator must attend or be represented by proxy for at least five out of every nine meetings
- If a senator must miss a meeting, send a proxy and an email to the Senate President and Secretary before noon of the day of the meeting
- Any full-time faculty may serve as a proxy for any full-time faculty Senator
- Flex time is available for meetings