

**SAN JOSÉ STATE  
UNIVERSITY  
ONE WASHINGTON SQUARE  
SAN JOSÉ, CA 95192**

**SM-F25-2, SENATE MANAGEMENT RESOLUTION  
Amendment to Senate Standing Rule 18. c) - Duties of Senate Officers  
& Amendment to Senate By-laws 3.0**

**Rationale**

**Whereas** currently the Senate meeting calendar lists five meetings in fall and six meetings in spring for the Senate and nine meetings per semester for the Senate Executive Committee;

**Whereas** currently Standing Rules of the Senate stipulate, in section 18 “Duties of the Senate Officers,” clause (c), that the Associate Vice Chair “shall, in the absence of the Senate Administrator, take the minutes of the Senate and Executive Committee, and shall assist the Chair in the conduct of Senate meetings”;

**Whereas** preparing such minutes requires a significant workload, as it takes a considerable amount of time and effort to produce accurate and effective minutes of these high-level meetings;

**Whereas** in rare cases where the Senate Administrator is not available for a prolonged period of time, it is desirable to distribute the minute-taking responsibility to elected members of the Senate Executive Committee to avoid over-burdening any single member;

**Whereas** while solutions to such cases may be obtained by suspending the Standing Rules through discussions and considerations on a case-by-case basis, providing an explicit language in the Standing Rules ensures avoidance of over-burdening any single member; now, therefore, be it

**Resolved** that the Section 18.c of Standing Rules of the Senate be amended as follows.

“The 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;”

Resolved that Section 3. Of the Senate By-laws be amended as follows:

*3.6 In the event that the Senate Administrator is unable to act as note taker in Senate Executive and/or full Senate meetings, elected members of the Senate Executive Committee shall be responsible for note-taking on a rotating basis determined by the Senate Chair.*

3.7 The Senate Administrator shall be an ex officio member on the Committee on Committees and the Election Committee.

**Approved:** December 1, 2025

**Vote:** 14-0-0

**Present:** Baur, Chander, Charles, Elahi, Hackman, Ionescu, Jochim, Kataoka, Pruthi, Saleh, Siebert, Whalen, Munoz-Munoz, Porter-Parees

**Absent:**,

**Financial impact:**

There are no foreseeable financial impacts from this proposed amendment.

**Workload impact:**

The members of the O&G committee estimate that there will be a slight increase in shared workload for elected members of the Senate Executive committee in the unlikely event that the Senate administrator is absent for a prolonged period.