



**COMMUNICATION FROM THE COMMITTEE ON RULES & JURISDICTION**  
**Joe Wiemels, PhD, Chair**

TO: Academic Senate Leadership

FROM: Joe Wiemels, Chair of Rules & Jurisdiction  
Jean Olson, Parliamentarian

RE: Guidelines For Committee Meetings: Quorum, E-mail Voting, Conflict of Interest/Recusal, Listservs

DATE: September 18, 2004

The following is clarification of basic parliamentary procedure regularly used in Senate Committees to conduct business.

**Quorum.** A quorum is the number of members of a committee attending a meeting required to transact business. A quorum is defined as “one member over half of the membership of a Committee.” Members participating by telephone in a teleconference are counted in the quorum. By Senate rules, a quorum is “required for a committee to vote on actions, although Committee members *can discuss business items with fewer members present than a quorum*” (italics added, Bylaws Sect III.101). Matters for such discussion should be routine. Controversial matters or issues requiring action should only be discussed with a quorum present.

**Electronic mail voting.** E-mail voting is now allowed both for Divisional and System-wide votes. Committee votes may also be taken by e-mail. However, voting members must have access to any discussion of the matter in committee. Those Committees with responsibility for awarding Senate lectureships or Distinction in Teaching awards must do so at a meeting with a quorum present. Members may participate and vote by phone, but the decision cannot be made by e-mail.

**Conflicts of Interest.** Individual members should consider the possibility of conflict of interest in any matter that comes before their committees for discussion. When a conflict of interest exists or is in question, the individual should reveal the conflict to the other members and recuse themselves from any action or vote. Recusal means leaving the room and not participating in the discussion or decision on the matter in question.

**Listservs.** Listservs should only be used by Committee members or staff for official Committee business.

The Committee on Rules & Jurisdiction is happy to provide clarification of any other parliamentary procedure. Please provide such issues to the Chair.

\*Sturgis, A. *The Standard Code of Parliamentary Procedure*, 4rth ed. This book is used as a reference authority when UCSF Bylaws are not explicit on particular procedures.