

October 11, 2016

Ruth Greenblatt, MD
Chair, UCSF Academic Senate

RE: Guidelines for Committee Meetings from Rules & Jurisdiction Committee

Dear Chair Greenblatt:

The following is clarification of basic parliamentary procedure regularly used in Senate Committees:

- **Quorum:** A quorum is the number of members of a committee attending a meeting required to transact business. Unless otherwise stated in the committee's bylaws, a quorum is defined as "one member over half of the members of a Committee." Members participating by phone 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" (Bylaws Section III.101). Matters for such discussion should be routine. Controversial matters or issues requiring action should only be discussed with a quorum present.
- **Consent Calendar:** This is a portion of the printed agenda listing matters that are expected to be non-controversial and on which there are likely to be no questions. Before a vote, the chair should allow time for members present to determine if it includes any matters on which they may have a question, or which they would like to discuss or oppose. Any member has a right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved *en bloc* (as a whole) without discussion, saving the time that would be required for individual votes.
- **Electronic mail voting:** This is allowed for both Divisional and systemwide votes. Committee votes may also be taken by email. However Committee votes may also be taken by email. 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 either Teaching or Mentoring must do so with a quorum physically present in the room, although members above the quorum can phone in. Decisions on such awards or lectureships cannot be made by email.
- **Conflicts of Interest:** Individual members should consider the possibility of conflict of interest in any matter that comes before their committee 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:** These should only be used by Committee members or staff for official Committee business.

The Committee on Rules & Jurisdiction will provide clarification of any other parliamentary procedure. Sturgis, A. [The Standard Code of Parliamentary Procedure](#), 4th Ed. This book is used as a reference authority when UCSF bylaws aren't explicit on particular procedures.