

# The Senate of The Michigan College of Mining and Technology

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**Superseded by Current Constitution and Bylaws**

## **PROPOSAL 5-60**

### **SENATE PROCEDURAL BY-LAWS**

WHEREAS the Constitution of the Senate of the Michigan College of Mining and Technology specifies certain general operating procedures for its function and,

WHEREAS Section 1 and Section 2, Article VII - Procedures of said Constitution - do not differentiate between prepared statements, ideas, comments, instructions to committees, and other methods of presentation, and

WHEREAS there is a need of specific procedures to enable the Senate to operate with efficiency,

BE IT RESOLVED THAT:

The following Procedural By-Laws of the Senate be adopted:

#### **A. Policy Statement Procedure in the Senate**

Proposed Policy considerations (Section 1, Article VII - Procedures of the Constitution of the Senate) shall follow the following procedures:

##### *I. Form of Presentation*

Consideration may be submitted under one of two conditions, defined as a formal form and as a non-formal form.

(a) The formal form shall consist of the following:

1. A Descriptive Title
2. An Introductory Statement in which the need of such a policy is given.
3. A Statement of the Resolution

(b) The non-formal form shall consist of the following:

1. A Form not defined as a formal form
2. Those statements which consist of recommendations for investigation to committees, general ideas, general comments, and any other item not a specific policy or specific procedure of the Senate.

(c) Both formal and non-formal forms shall be in writing.

(d) The Agenda Committee shall decide the form of presentation.

##### *II. Formal Form Policy Statement Procedure*

Proposed Policy Statements that are in formal form shall follow the following procedure:

1. The Statement may be delivered to the Secretary personally or at a meeting of the Senate without debate.
2. The Secretary shall number each such statement.
3. The Secretary shall submit each statement to the Agenda Committee.
4. The Agenda Committee shall place such Statement on the Agenda of the following meeting.

### *III. Non-Formal Form Policy Statement Procedure*

Proposed Policy Statements that are in non-formal form shall follow the following procedure:

1. The Statement must be delivered to the Secretary personally or at a meeting of the Senate without debate.
2. The Secretary shall number and title each statement.
3. The Secretary shall refer the statement to the Agenda Committee
4. The Agenda Committee shall refer the statement to the Appropriate Committee and/or other appropriate channels as outlined in Section 1, Article VII - Procedure of the Constitution of the Senate.
5. The Agenda Committee shall report to the Senate the assignment of all such statements at the following meeting of the Senate.
6. The Committee to which such statements are assigned shall report the progress of action on such statements until such time as they are formalized or recommended for no further action by the Senate.
7. Statements that are not reported out of Committee within six months of assignment may be called to the floor of the Senate by any member of the Senate.
8. Status of Statements not reported out of Committee shall be summarized by the Committee annually at the first meeting of the Senate in each academic year.

### **B. Debate on Policy Statements during Proceedings of the Senate Meetings.**

Policy considerations which subscribe to the procedure specified in Section A above shall conform to the following debating rules:

1. Debate on the submitted proposal shall be allowed when the proposal is in formal form and presented on the Agenda of a Senate meeting.
2. Debate on proposals in final form on the Agenda shall be unlimited.
3. Debate on proposals approved by the Senate for final action of the Senate (see Section 3, Article VII - Procedure of the Constitution) shall be limited to two (2) minutes for each Senate member desiring the floor.

### **C. Amendments to Senate Procedural By-Laws**

The Senate may amend the Procedural By-Laws by a two-thirds vote of the Senate members present.

**Proposal Adopted by Senate: 26 May 1960**

**Revoked by Proposal 1-62**  
**Superseded by Current Constitution and Bylaws**