

privilege of participation in the debate.

- e. A simple majority of the voting membership of the Senate constitutes a quorum. If a quorum is not present, business that would otherwise have been conducted may be discussed, but votes shall not be taken.
- f. Members of the Academic Senate who anticipate making lengthy or complicated amendments to legislation should bring sufficient written copies to distribute to the entire Academic Senate.
- g. Passage of legislation or resolutions shall require a simple majority of those voting members present. Votes shall be recorded by hand count: ayes, nays, abstain. Role call votes shall be taken if three or more members request.
- h. The Secretary of the Faculty is responsible for sending copies of motions passed to the parties addressed.

C. Actions of the Academic Council

1. Submission of Items for Debate

- a. The Agenda Committee for the Academic Council meets at least five days before each Academic Council meeting. Items to be included on an agenda must be submitted prior to that time.
- b. Items for the Agenda of the Academic Council will normally originate with the President and with the Academic Senate, its Executive Committee, or the Speaker of the Faculty.

2. Transmissions from Academic Council to Academic Senate

The Academic Council shall formulate its recommendations to the Academic Senate and transmit them to the Agenda Committee of the Academic Senate. It shall generally transmit all items submitted to it to the Agenda Committee of the Academic Senate.

D. Records and Communications

- 1. Actions required by motions of the Academic Senate or Academic Council, as described in the minutes, will be conveyed to those concerned, or will be taken by the Academic Governance Secretary only after approval of the minutes for circulation, but without waiting for the formal approval of the minutes at the subsequent meeting of the Academic Senate or Academic Council.
- 2. The general policy on composition and contents of records including minutes is the same for both the Academic Council and Academic Senate, and is as follows:
 - a. Consistent with Robert's Rules of Order, the approved minutes constitute