

Chapter 3. Meetings, Minutes

- 3.1** The Riverside Division shall meet not less than once each term. At the beginning of each academic year the Chair of the Division, in consultation with the Advisory Committee, shall arrange a calendar of the meetings of the Division in such manner as may best meet the requirements of the business to be considered and in conformity with the University schedule of exercises.
- 3.2** Thirty-five voting members of the Division constitute a quorum for the transaction of business at a meeting of the Division. (Am 30 Nov 78)
- 3.3** Copies of the call for every regular and special meeting of the Division, together with an agenda and all documents pertaining to the agenda for the meeting, shall be made available by the Secretary-Parliamentarian to every member of the Division at least five academic days before each meeting*. The call shall include the text of all resolutions, memorials, petitions, and proposed changes in Division legislation to be considered for final action at that meeting. The call shall include the text of any legislation which it is proposed to amend or repeal, the text of any proposed new or revised legislation, and a statement of the purpose of the proposal and its effects on existing legislation. The call for a special meeting shall contain a statement of the purpose of that meeting. (Am 10/22/73)(Am5/26/94)
- 3.4** A special meeting of the Division may be called at any time during the academic year by the President of the Academic Senate, by the Chair of the Assembly, or by the Chair of the Division. Upon written request of ten voting members, a special meeting must be called by the Chair of the Division, or, in case of his absence or disability, by the secretary-parliamentarian. (Am 22 Oct 73)
- 3.5** An emergency meeting may be called by the Chair of the Division and two members of the Advisory Committee upon 24 hours written notice. Such notice shall contain the time, place, and purpose of the meeting. Materials, if any, relevant to the purpose of the meeting must be distributed at least two hours prior to the meeting. In the event of the absence or disability of the Chair, the Secretary-Parliamentarian and two members of the Advisory Committee may act to call an emergency meeting. (Am 23 Apr 74)
- 3.6** The minutes of every meeting of the Division shall be sent by the Secretary-Parliamentarian to every member of the Division with the notification of the next meeting.(Am 10/22/73)(Am 5/26/94)

*A notice of meeting and agenda (table of contents), the minutes of the previous meeting, the regular report of the Committee on Courses, all In Memoria reports, and the annual reports of the Committees on Committees, Distinguished Teaching, and Faculty Research Lecturer, shall be sent to every member of the Division.