



Ohio Administrative Code

Rule 3335-19-03 Agenda.

Effective: June 15, 2023

(A) Every meeting of the senate shall have an agenda. The agenda shall include the time and place of the meeting, order of business, and copies of any substantive proposals.

(B) The steering committee shall establish the agenda for all regular senate meetings. For this purpose, the steering committee:

(1) Shall receive through the university senate office proposals for senate action, or other reports and presentations to the senate from any committee of the senate, or university committee or council, or member of the senate, or any member of the university community.

(2) Shall, as necessary, refer all board and substantive proposals for senate action to appropriate committees for review prior to entering them in an agenda (see paragraph (C) of rule 3335-19-07 of the Administrative Code.).

(3) Shall, as soon as practicable, include in the senate agenda of a regular meeting all germane items submitted to the steering committee through the university senate office.

(a) The steering chair shall, in consultation with appropriate members of the steering committee, make an initial evaluation of germaneness. Items deemed not germane will be returned to the submitter with a written explanation.

(b) If the item is re-submitted with the germaneness addressed, the item shall be placed on the steering agenda.

(i) The steering committee shall evaluate the germaneness of the proposed business and whether it is fully developed. If the proposal is germane and fully developed, it shall be placed on the senate agenda.



(ii) Any proposal deemed not germane for the senate by the steering committee shall be returned with a written explanation. Explanations shall indicate the appropriate constituent body, campus office, administrator, or entity where the issue can be more appropriately addressed.

(iii) The steering committee shall work with proposers to ensure that proposals are developed sufficiently for senate deliberation and vote.

(4) Shall set the agenda so that the scheduled business can be disposed of in a meeting of reasonable duration. The senate holds regular meetings seven times during the course of the academic year.

(5) Shall include with each agenda an estimate of the time necessary to complete the regularly scheduled business of the senate.

(6) Shall advise the senate regarding the need for a special meeting, when necessary to conduct time-sensitive business or when senate business exceeds the capacity of the regularly-scheduled meeting.

(C) The secretary of the university senate shall send and make available electronically copies of the agenda for all senate meetings to all members and alternate members at least five calendar days prior to the meeting.