Motion for a process for requesting institutional data by the Senate

Whereas from time to time the conduct of Senate business requires institutional data and,

So as to ensure that such data requests are precisely and clearly formulated,

Therefore, be it moved that:

Requests for institutional data by Senators, Senate committees or the full Senate shall be submitted in writing to the Executive Officer of the Senate who shall review such requests with the executive committee to ensure that those requests meet reasonable requirements of specificity. If in the view of the executive committee the request for data meets such requirements the Executive Officer shall promptly convey the request to the appropriate administrators for processing.

In the event that such a request for data is not specific or sufficiently clear in the view of the executive committee, members of the executive committee shall meet with the Senator or Senators who requested the data to resolve those issues, within two weeks. If such a resolution is obtained, the Executive Officer of the Senate shall submit the data request to the appropriate administrators for processing promptly.

If a resolution satisfactory to the executive committee and to those who originated the request for data is not obtained, those who made the original data request may bring their request before the full Senate for a vote on whether to proceed with the request for data and to determine the appropriate language for the request.

Within two weeks of a data request approved by the Senate through this process, the Executive Officer of the Senate shall present the data request to the appropriate administrators.

The Senate shall expect a response, if only in the form of a progress report, to all data requests, within two weeks and every two weeks thereafter until the data are delivered.

Nothing in this motion can supersede or contradict Title 44 of the Louisiana Revised Statutes public records laws. However, the Senate does recognize that there may arise unavoidable temporary delays in processing data requests and has every intention of accommodating the University where possible, in these cases.

The University in turn, is expected to make every effort to cooperate with the Senate and to facilitate the proper functioning of the Senate by providing the Senate the data it requests in a format amenable to the needs of the Senate, in a timely manner.

The process for data requests as described by this motion is subject to review, alteration, or repeal at any time by the full Senate.

Motion voted and passed on November 19, 2014