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MEMORANDUM

To: Julio Frenk
University President

From: Tomás A. Salerno
Chair, Faculty Senate

Date: August 31, 2018

Subject: Faculty Senate Legislation #2018-03(D) – Add Section B2.8 to *Faculty Manual*
Section B2: Meetings, to Delineate the Procedures for Faculty Senate Meetings
[Reference Legislation 2018-02(A)]

The Faculty Senate, at its August 29, 2018 meeting, approved by majority with a vote of 28 to approve, 4 to not approve, and 3 abstentions, the amended proposal to create a new Section B2.8 in Section B2: Meetings, to add delineated procedures for Faculty Senate meetings. Currently, the *Faculty Manual* does not delineate the procedures for Faculty Senate meetings. Adding these procedures requires that A10.5 in Section A10: Actions by the Faculty, be revised to specify that the voting procedures are outlined in Section B2.8. The revised Section A: Actions by the Faculty is written separately as Class A Legislation, reference Legislation #2018-02(A).

Proposed revisions in ~~Strikeout~~ / underline format:

BEGIN TEXT

B2 Meetings

[...]

B2.8 Senate meeting procedures. Except as provided elsewhere, the following provisions shall govern procedures at all meetings of the Faculty Senate.

- (a) Prior to each meeting of the Senate, the Secretary of the Senate, following consultation with the Senate Chair and taking into account the results of the prior meeting of the General Welfare Committee, shall prepare a draft agenda for consideration by the Chair for the meeting. The agenda shall list items required by A8.2, any changes proposed for the *Faculty Manual*, any suggested Senate legislation, and any other decision proposed to be taken by the Senate. It shall also list the proponent of the measure, the order in which such matters will be taken up, and the amount of time, which is allocated for discussion of each item. The Secretary shall forward the agenda by hand, inter-office mail or e-mail to each member of the Senate, each alternate, each proponent of a measure, and any other person the Secretary considers should be made aware of an agenda item, and who may wish to speak concerning it. The text of proposed resolutions and related supporting materials shall be available with the agenda. The

- agenda, but not necessarily the supporting materials, shall be posted on the Senate's website. Nothing in this section precludes the Faculty Senate from meeting in Executive Session with a separate agenda.
- (b) After introductions, any remarks by the President and Provost, and the Chair's remarks, the Senate shall approve the agenda, including any deletions, changes in the order of items or of the amount of time allocated to an item. Except as provided in paragraph (c), no additions to the agenda may be made from the floor, and no item may be taken up that is not on the approved agenda.
- (c) Any proposal for legislation made from the Senate floor shall automatically be referred to the Committee on General Welfare, which shall consider the matter at its next meeting, and the Secretary shall normally invite the proponent to appear to argue in favor of its consideration by the Senate. In the alternative, a seconded motion from the floor to consider a legislative proposal not on the agenda requires a 2/3 majority in order for the proposal to be discussed. Following debate, the matter requires a 2/3 majority to be adopted.
- (d) The rules for discussion, voting, and other disposition of a matter during a meeting shall be carried out using the requirements of *Roberts Rules of Order*, the latest edition, for a meeting of a Committee of the Whole, with the following exceptions:
- (1) Other than the listed proponent of a measure, and the President and Provost, no person shall be recognized by the Chair and allowed to speak for a second or subsequent time until all those wishing to speak have had the opportunity to speak once.
 - (2) At the end of the time allowed for discussion of an item on the agenda, the Chair shall ask whether the members wish to vote on the matter, table the matter, or send it back to the proponents or the Committee on General Welfare for further consideration, with or without instructions. If the Chair senses that there is a consensus, or a strong majority in favor of a course of action, the Chair will declare the disposition of the matter. However, if a Senator disagrees with the decision of the Chair, and if seconded, a vote by a show of hands to decide the disposition will immediately follow.
 - (3) The Chair may not vote on any matter except to break a tie. The Chair shall surrender the gavel to another officer if the Chair wishes to speak personally for or against the merits of a proposal. No such duty falls on the Chair if the Chair wishes to speak on a procedural question or any other topic not involving the merits of a proposal.
 - (4) No vote is required after an amendment to the substance of an agenda item has been moved and seconded. Instead, debate shall continue on the original proposal and the amendment, until all have spoken who wish to do so, or the time for debate has expired. At that juncture, the Chair shall take up proposed amendments, beginning with the most far-reaching amendment, and continuing with voting until all amendments suggested and seconded have been approved or rejected. The Chair will then state the text of the proposal as amended and conduct the vote by the Senate members. This subparagraph does not preclude

the proponents of a measure from accepting a proffered amendment as a friendly amendment, which is then automatically incorporated into the text of the proposal.

(e) To the extent possible, decisions by the Senate shall be taken by consensus. Where no consensus can be achieved, the matter shall be decided by vote of the members present and constituting a quorum. Voting shall normally be by voice vote. However, if a Senator disagrees with the decision of the Chair, and if seconded, a vote by a show of hands to decide the disposition will immediately follow. If the *Faculty Manual* so requires, if directed to do so by the General Welfare Committee, or if 5 Senators so request, a vote will be taken by secret ballot, and the tally recorded by two members selected by the Chair and the count announced to the body.

END TEXT

This legislation is sent to you for your information and will become effective immediately.

TAS/rh

cc: Jeffrey Duerk, Executive Vice President and Provost