

Faculty Senate Special Rules of Order

All Motions should be submitted two weeks before a Faculty Senate meeting to be included in the Agenda. If there is urgency and a deadline that must be met which falls before the next Faculty Senate meeting motions submitted 1 week before the next Faculty Senate meeting will be considered by the FS Executive Committee for inclusion in the agenda.

Motions must be submitted via google form. Motion request and submission can be found on the Faculty Senate Website.

At the beginning of every Faculty Senate meeting the Agenda will be voted on by unanimous consent. If approved, no new business will be added to the agenda but will be considered for placement on the agenda of the next meeting.

All Senators speaking on an issue will be allocated 3 minutes to present their opinion. After 3 minutes they must yield the floor to another senator who wishes to speak.

The Senator may present a rebuttal but is limited to one minute for their response.

A Senator cannot speak more than twice on the same issue.

As much as possible we will limit voting and if allowed rely on unanimous consent except for Motions, which require a vote.

For example: We traditionally vote to accept the minutes of the previous meeting. According to Robert's Rules of Order, as pointed out by UHWO's Certified Parliamentarian, the minutes are a historic document. You cannot vote to negate a historical document. All we need to do is to affirm it is accurate. No vote is necessary.

**" Does anybody have an objection?"
If none, than the minutes are accepted.**

It has come to the attention of the executive board that some committees never physically meet. They simply exchange emails. According to Robert's Rules of order (Pages 482-83)

Efforts to conduct the deliberative process by postal or electronic mail or facsimile transmission-**which are not recommended-** must be expressly authorized by the bylaws and should be supported by special rules or order and standing rules as appropriate.

According to the American Institute of Parliamentarians (Page 109) The Standard Code of Parliamentary Procedure and Robert's Rules of Order

Technology that allows all persons participating to hear each other at the same time (videoconferencing, teleconferencing) is preferred. The opportunity for simultaneous communication is central to the deliberative character of the meeting.

There is no prohibition in using email for rapid exchange of information and ideas.

The FS executive board will allow email communications but strongly suggest that all committees provide a set schedule of meetings to the FS chair. Some face-to-face meetings are recommended so guest can attend meetings. I learned from Mark Lane that he offered to speak to the Budget and Planning

Committee but he was never invited, probably because that committee communicates exclusively via email. Also, the FS chair is a non-voting member of each committee and has the right to attend any committee meeting if he so wishes.