

Parliamentary Procedure
UAF Faculty Senate 2013

What & Why?

To protect group and individual free speech & to promote orderly and productive meetings—meant to insure that all members have equal rights and privileges

Basic Considerations

- *Rules governing meetings—Alice Sturgis (see attached)*
- *Quorum necessary to conduct business*
- *Agenda available in advance*
- *Business is conducted through reports and motions*
- *Only one main motion on the floor at a time*
- *Members have right to know and understand what is being debated/voted*
- *Not acceptable to strategically attempt to close debate on a motion*
- *Majority decides unless it affects individual rights then may require 2/3rds vote*
- *Chair has obligation to maintain order but may engage in debate and vote*

UAF Faculty Senate—BOT Policy 810.1, & Faculty Handbook

- *Quorum of members (defined as 51% of voting members)*
- *Agenda available (distributed) at least 3 days in advance*
- *In general, main motions cannot be voted upon at the meeting when introduced or must be pre-filed with notice given (minimum 24 hours)—except for “consent agenda” like items, latter should be used only when urgent*
- *Who gets to vote? Elected members, Senate Chair and Vice-Chair*
- *Ex officio? Generally permitted to vote unless specifically identified as “non-voting.” UAF Senate rules do not allow votes from the Ex Officio members (Chancellor, Provost, Deans, etc. unless s/he is an duly elected member)*
- *How is voting conducted?*
 - Majority or 2/3rds required (assuming a quorum, the number of members voting)*
 - Abstentions (assuming a quorum is present, abstentions are not counted)*
 - Proxy vote (not permitted under current rules)*
 - Tie (chair/vice-chair can vote and may create a tie)—vote fails to reach majority*
 - Members have the right to a secret ballot (majority vote if necessary)*
- *Senate Business is conducted through:*
 - Agenda is initially set by Executive Committee*
 - Reports (individuals and committees—information only, voting is not appropriate)*
 - Reports with a “principal motion”—debate and vote occurs following appropriate rules*
 - Motions from the floor—debate and vote occurs following appropriate rules*
 - Consent Agenda—voted on as a group, member may ask that an item be considered separately*
 - Resolutions—reflects the “sentiment” of the Senate, non-binding but entered into the minutes*
 - Motion to “End Debate” (“call the question”)—requires 2/3rds vote (what is motive?)*