Parliamentary Procedure

UAF Faculty Senate 2021

**Purpose**

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

**UAF Faculty Senate Rules**

* + *Faculty Handbook* (Appendix: Rules of Procedure of the Faculty Senate)

<https://provost.uark.edu/faculty-handbook/index.php>

* + Faculty Governance

<https://provost.uark.edu/campus-governance/faculty.php>

* + Board of Trustee Policy 810.1 (Articles of Local Campus Governance for the University of Arkansas, Fayetteville 3.30.2012)

<https://www.uasys.edu/wp-content/uploads/sites/16/2018/04/810.1-UAF-Local-Campus-Government.pdf>

* Faculty Senate has sole jurisdiction over:
* *admission requirements; transfer of credits; withdrawals; academic honesty; scholastic probation, suspension, and dismissal;*
* *curriculum and courses;*
* *degrees and requirements for degrees;*
* *award of academic honors; and*
* *recommendations to the Board of Trustees of the names of individuals to receive honorary degrees.*
* The faculty may also make recommendations on any institutional matter of faculty concern such as:
* *policies regarding faculty status, including appointments, promotions, granting of tenure, retirement, nonreappointment, and dismissal;*
* *policies affecting the general welfare, working conditions, and the services performed by and for the faculty; and*
* *policies relating to academic and professional research and other scholarly and creative activities.*
* The Faculty Senate’s rules of order are those in A. Sturgis (2000), *The Standard Code of Parliamentary Procedure* (4th Edition). McGraw-Hill Education. However, Alice Sturgis’ (1885-1974) work has been continued by the *American Institute of Parliamentarians Standard of Code of Parliamentary Procedure* (2012). McGraw-Hill Education.

**Faculty Senate Procedures**

* + Terms of officers begin on July 1
  + For the Senate to conduct business, a quorum is needed;
    - *When 51% of the eligible voting members are present;*
    - *For 2021-2022, there are 54 elected Senators; and*
    - *The Chair and Vice-Chair are eligible to vote.*
* UAF Senate rules do not allow votes from the Ex Officio members (Chancellor, Provost, Deans, etc.) unless the individual is a duly elected member.
  + Voting is conducted following Senate rules:
* *Requires a majority or two-thirds (assuming a quorum is present) vote by the number of members voting;*
* *Abstentions (assuming a quorum is present) are not counted in voting;*
* *Proxy voting is prohibited; and*
* *Members may request a secret ballot (majority vote if necessary).*
  + The agenda must be distributed no later than three days in advance of Senate meeting;
* Senate Business is conducted following standard parliamentary procedures:
  + - *Agenda is initially set by Executive Committee;*
    - *Informational reports by individuals or committees do not need a vote;*
    - *Reports may have one or more “main motions.” At this time, Senators may only ask questions for the purpose of clarification and any debate is prohibited. At the next meeting of the Senate, debate may occur, amendments may be offered, and voting is allowed;*
    - *A Senator may move motions from the floor. However, the same rules for debate and voting apply as noted previously;*
    - *Consent Agenda—voted on as a group, member may ask that an item be considered separately;*
    - *Resolutions are motions intended to reflect the “sentiment” of the Senate on an issue where the Senate does not have direct authority but believes is important. Voting occurs following the motion and the resolution and result of the vote are entered into the minutes; and*
    - *When the perceived intent is to strategically close debate and prematurely stop discussion, the motion to “call the question” requires a second and passes only with a two-thirds vote. In most instances, the Chair of the Senate should simply rule that the motion is “out of order” because it seeks to stifle debate.*
  + Only one main motion may be considered (or be “on the floor”) at a time;
  + A main motion (except to reconsider, rescind, or resume consideration) may not be voted upon at the meeting when introduced except under two special circumstances:
    - *The motion is “pre-filed” and distributed to all voting Senators at least 24 hours prior to the meeting; or*
    - *When an issue thought to be “urgent” exists, a Senator may move to temporarily “suspend the rules.” To pass, the motion requires a two-third vote and applies only to that item of legislation.*
  + Members have right to know and understand what is being debated/voted upon;
  + Main motions require a simple majority of the voting members to pass; and
  + The Senate Chair has an obligation to keep order but also may choose to engage in debate and vote. In this instance, a tie-vote means the legislation does not pass.