

# University of Central Florida

## Faculty Senate Parliamentary Procedure

The Senate works from a fixed agenda that is distributed one-week in advance of the meeting. Although resolutions can be added to a Senate agenda under “New Business” by a majority vote, final action on the resolution not on the agenda can’t be taken prior to the next Senate meeting.

Rules outlined in the Faculty Constitution or Bylaws takes precedent over Robert’s Rules of Order. Robert’s Rules of Order provides for respect and equal treatment, orderly information regarding an issue, and efficiency in running the Senate meeting. Although not comprehensive, below are the typical rules and procedures for the UCF Faculty Senate in order to keep the meetings moving and for the respectful treatment of each senator.

### Typical Senate Meeting

- The chair of the Faculty Senate is the presiding officer.  
The chair introduces each motion and moves the Senate through the agenda.
  
- Each resolution requires a motion and second from a senator in order to open discussion. If a resolution is brought forward by a Senate committee, no second is necessary.
  
- Once discussion is open:
  - You must be recognized by the chair in order to speak.
  - The member that makes the motion is permitted to speak first.
  - Members will be recognized to make the case for or against the pending question once. No member can speak twice on the same issue until everyone else wishing to speak has spoken once.
  - Members must speak directly to the chair rather than to or about a person. Remarks should be confined to the merits of the pending question based on the constituency. Refrain from attacking a member’s motives and stick to the motion at hand.
  - The chair can end debate when the discussion has progressed or when the points raised are repetitive. Any member of the senate can “call the question”, which is a call for a vote on the main motion at any time. At that point, debate is over and the senate must vote.
  
- Motions
  - Motions are used to orderly complete or dispose of an item on the agenda.
  - Only one main motion can be considered at a time and must be adopted or rejected by a vote or action taken to dispose of the motion in some other way before any other business can be introduced.
  - Secondary motions can be made while the main motion is pending. Once a secondary motion is made, it must be acted on before direct consideration of the main motion. The most common secondary motion, is the motion to amend. If major revisions are necessary, it should be postponed or referred to committee.

- Motion to Amend

- Used to insert, add (if at the end), or strike specific words.
- Used to insert, add (if at the end), or strike paragraphs.
- Used to change the order.
- A pending amendment can only be amended a second time prior to the vote.

*For example, I move to amend line 5 by striking the word “encourages” and inserting the word “recommends”.*

If a senator is not happy with the change, it can be amended one more time by a secondary amendment prior to the vote. For example, I move to strike the word “recommends” and insert “demands”. If no second is received, the secondary amendment fails and returns to the question on the table of replacing encourages with recommends. If a third amendment is necessary, the pending amendment should be voted on. If it fails a new amendment may be motioned.

- If an amendment passes and the assembly is not happy with the amendment, another amendment to change the amendment can't be made. Instead a motion to reconsider the vote would need to be made by a member that voted on the prevailing side of the original vote. Until the motion to reconsider is disposed of, the effect of the original vote is suspended.

## UCF Faculty Senate Common Robert's Rule Motions

**Ranking Motions** – ranked in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

§	To:	Say:	Can You Interrupt the Speaker?	Do you Need a Second ?	Is It Debatable?	Can it be Amended?	Vote Needed
21	Adjourn (closes session; order of business required at next mtg. any unfinished items go to unfinished business at next meeting)	I move to adjourn.	No	No	No	No	Majority
19	Complain about the heat, noise, etc.	Question of privilege.	Yes	No	No	No	None
17	Lay on the Table - Table motion temporarily during same meeting	I move to table until x is discussed.	No	Yes	No	No	Majority <sup>1</sup>
16	Close debate and move immediately to a vote. Stops all debate and requires immediate action.	I move the previous question or I call the question.	No	Yes	No	No	2/3
15	Extend or limit debate	I move to limit/extend debate to x minutes.	No	Yes	No	No	2/3
14	Postpone to a certain time	I move to postpone until xx:pm	No	Yes	Yes	No	Majority
13	Refer to a committee	I move that ....be referred to ...committee	No	Yes	Yes	Yes	Majority

<sup>1</sup> Affirmative votes may not be reconsidered.

§	To:	Say:	Can You Interrupt the Speaker?	Do you Need a Second ?	Is It Debatable?	Can it be Amended?	Vote Needed
12	Amend minutes or resolution	I move to amend x by ....	No	Yes	Yes <sup>2</sup>	Yes	Majority
11	Postpone indefinitely (kills the main motion for the duration of the meeting and avoids a direct vote on the question)	I move to postpone...	No	Yes	Yes	No	Majority
10	Main Motion: Approve minutes	I move to approve minutes as sent or I move to approve the minutes as corrected (by unanimous vote)	No	Yes	Yes	Yes	Majority
10	Main Motion: Change the order of the agenda	I ask for unanimous consent to discuss...	No	Yes	No	No	Majority
10	Main Motion: Adopt a resolution	I move to approve the following resolution...	No	Yes	Yes	Yes	Majority

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<sup>2</sup> Unless the motion to be amended is not debatable.

**Incidental Motions** – No order of precedence. These motions arise incidentally and are decided immediately.

§	To:	Say:	Can You Interrupt the Speaker?	Do you Need a Second ?	Is It Debatable?	Can it be Amended?	Vote Needed
33	Request Parliamentary help	Parliamentary Inquiry	Yes	No	No	No	No vote
33	Request Information/ask question pertaining to a motion	Point of information	Yes	No	No	No	None
23	Rules of assembly are being violated	Point of Order	Yes	No	No	No	Chair rules <sup>3</sup>
29	Order a ballot/hand count <i>Bylaws Section IV. Meeting of the Senate H. Voting Procedure: except for elections, any member can request a hand vote.</i>	I move for a ballot/hand count on the motion	Yes	Yes	No	Yes	Majority

**Motions that bring a question again before the assembly**

§	To:	Say:	Can You Interrupt the Speaker?	Do you Need a Second ?	Is It Debatable?	Can it be Amended?	Vote Needed
34	Take from the table - Reconsider temporarily tabled motion	I move to reconsider...	No	Yes	No	No	§Majority
35	Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	Majority
37	Reconsider a vote Only allowed by a member that voted on the prevailing vote.	I move to reconsider the vote.	Yes	No	No	No	None

<sup>3</sup> Unless the chair submits to the assembly for decision.