

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 “Other 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 take 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 who 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. This is a motion to close debate, which requires a second and, if seconded, results in an immediate vote to close debate. If debate is closed, the motion receives an immediate 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 moved.

- 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 who 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.

- Good Meeting Conduct

- Senate debate can move quickly; you must come prepared. Read ALL of the meeting materials in advance. Talk with colleagues in the unit you represent or on the committee bringing a resolution. Formulate your opinions and any action in advance.
- Don't hold side conversations with those sitting near you, as it distracts them and others. Instead, use text messaging or the chat feature of collaboration software. Remember that even "private" messages in collaboration software may be recorded.
- You will likely only get one chance to speak on each issue, so make it count.
- Speak concisely. Make a clear, well justified point and then stop. This has much more impact than a rambling speech, or even a well-crafted speech. Long speeches prevent others from speaking and can prevent the Senate from considering later business if we run out of time. The Chair will curtail long speeches.
- All senators are equal participants in the meeting, even the officers (except the Chair, who may not make motions or second them). New Senators should not hesitate to participate fully, nor should they assume that others will do a better job just because they have been in the Senate longer. Chairing a Senate committee is no different from chairing any other sort of committee.

Standard Parliamentary Procedures of the UCF Faculty Senate

The Faculty Senate acts in accordance with the principles of parliamentary governance to ensure the right of every member to voice their opinion on issues coming before it and to subsequently execute the will of the majority.

- Meeting agenda: Ordered list of the business to be conducted in the meeting
Sent prior to the meeting along with other meeting materials
Should be read and examined prior to the meeting by all members
Non-agenda text and material to be presented should be submitted two days prior to the meeting
- The senate chair: Presides at the meeting and moves the Senate through the agenda
Does not make motions or debate unless they “relinquish the chair”
Rules on various points throughout the meeting**
Can ask for unanimous consent if no opposition is expected on business
Recognizes members to speak
- Upon recognition: A member can do any combination of the following:
Can ask a question of a speaker or member
May make an appropriate motion**
Can debate a motion currently under consideration
- Rules of debate: Every member has the right and opportunity to debate each topic
No member can debate twice until all wishing to debate have spoken once
With a 2 / 3 vote, the rules of debate can be altered**
By a 2 / 3 vote, debate can be stopped & followed by an immediate vote**
- Main motion: Brings up a new topic of business for debate
Requires a second, unless coming from a senate committee
After the chair states the question, the motion belongs to the assembly
The member that makes a main motion is permitted to speak first
A Resolution can only be voted upon if it is on the meeting agenda
- Secondary motion: May act upon another motion**
Many have a rank order of precedence**
All motions are resolved in the reverse order in which they were made
All motions are ultimately voted upon, or dealt with by another means**
- Interruptions: Rarely happen after a member has been recognized to speak
Are typically signaled by standing and then being recognized by the chair
Can only occur to make certain timely and urgent motions**
- Rules of voting: Prior to a vote there will be a restatement of the question at hand
Votes shall ordinarily be by voice (*ballot votes are used for elections*)
Any member can request a hand count vote**
Any member that questions the outcome can request a hand count vote**

** Details found on the reverse side

Simplified Robert's Rules for the UCF Faculty Senate

| Subsidiary and Privileged Motions (ranked) | Description | Interrupt Speaker? | Second Needed? | Can We Debate? | Can We Amend? | How Do We Decide? |
|--|--------------------------|--------------------|----------------|----------------|---------------|-------------------|
| Adjourn | close the meeting | no | yes | no | no | majority |
| Question of Privilege | meeting room concerns | yes | no | no | no | chair |
| Call for Orders of the Day | go back to the agenda | yes | no | no | no | 2 / 3 to overrule |
| Lay on the Table | immediate & urgent delay | no | yes | no | no | majority |
| Previous/Call Question | close debate and vote | no | yes | no | no | 2 / 3 |
| Limit or Extend Debate | alter debate rules | no | yes | no | limited | 2 / 3 |
| Postpone to a Time | delay to a new time | no | yes | limited | limited | majority |
| Refer to a Committee | send to a committee | no | yes | limited | limited | majority |
| Amend | modify a motion | no | yes | yes | yes | majority |
| Postpone Indefinitely | decline to discuss today | no | yes | yes | no | majority |
| Main Motion | make a motion to do 'x' | no | yes | yes | yes | majority |

| Incidental Motions to be Addressed Immediately | Description | Interrupt Speaker? | Second Needed? | Can We Debate? | Can We Amend? | How Do We Decide? |
|--|-----------------------------|--------------------|----------------|----------------|---------------|--------------------|
| Point of Information | ask chair a timely question | yes | no | no | no | ... |
| Parliamentary Inquiry | ask chair a rules question | yes | no | no | no | ... |
| Point of Order | point out a rules violation | if timely | no | no | no | chair, or majority |
| Appeal | appeal a chair decision | if timely | yes | limited | no | majority |
| Ask for a Hand Vote (Division) | ask for a hand count vote | if timely | no | no | no | ... |

| Motions to Bring Something Back for Consideration | Description | Interrupt Speaker? | Second Needed? | Can We Debate? | Can We Amend? | How Do We Decide? |
|---|--------------------------|--------------------|----------------|----------------|---------------|-------------------|
| Take from the Table | recall tabled business | no | yes | no | no | majority |
| Amend Previously Adopted | modify something adopted | no | yes | yes | yes | 2 / 3 |
| Reconsider (by winning voter) | ask to have another vote | yes | yes | yes | no | majority |

Faculty Constitution and Bylaws: pdf can be downloaded at <https://facultysenate.ucf.edu/faculty-constitution/>

Parliamentary Authority: Roberts Rules of Order, Newest Edition