Faculty Senate

Basic Parliamentary Procedures for Members

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The Faculty Senate

Governing documents:

University of Florida Constitution
Faculty Senate Bylaws
Florida Law:
Sunshine Law
Public Records Law
Bylaw 4

Agenda – (C)

Conduct of Business – (G)(2)

Voting – (G)(3)
Agenda is prepared by the Steering Committee and consists of three parts:

- Reports of the President and/or Provost
- Information Agenda
- Action Agenda
Information Agenda:

Items presented in brief written report and presented orally to the Senate.

Discussion opened if at least 10 Senators agree.
Action Agenda:

Matters to be decided at the current meeting
Transfer from Information to Action Agenda:

2/3 Vote of the Senators present
Quorum: consists of members present.

Proxies are not recognized.
Voting ordinarily by voice except:

(1) By show of hands at the discretion of the chair or the request of one member, or

(2) By signed written ballot at the request of 20 members.
Rules of Order

Motions:

Are used to accomplish business
Precede discussions
Generally require a second
Subsidiary motions:

Are made when the main motion is pending
May change the content of the motion
May limit, extend, or close debate
Ranking of motions:

- Lay on the table
- Previous question
- Postpone definitely
- Commit or recommit (refer to a committee)
- Amend
- Postpone indefinitely
- Main motion
When a subsidiary motion is pending:

Motion lower on the list is not in order.
Motion to Amend:

Must be related to motion

No limit to the number allowed but only two can be pending

Amendment to amendment is allowed, but

Amendment to amendment is not amendable.

“Friendly amendments” should be treated as motions to amend or may be adopted through “general consent” (also called “unanimous consent”) in certain cases.
Previous question:

Needs a second
2/3 vote required
Not debatable

Other limits on debate
Parliamentarian advises chair.

Member with second can appeal chair’s ruling.

Point of order can be raised for breach of rules of order.
Sunshine Law (or Open Meetings Law)

- Notice requirement
- Minutes
- Access
No abstentions allowed.

Is a comment period required?

If a board or commission is governed by the Sunshine Law: Discussion may only occur at noticed meetings!
Public Records Law

• Definition
• Requests
• Retention

• If a public records request is received, please refer it to University Relations or the Office of the General Counsel (pr-request@ufl.edu).