

Faculty Senate

Basic Parliamentary Procedures for Members

Barbara C. Wingo
Parliamentarian

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

Maximum time for speech

Number of speeches on same question

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**
- **Public Comments**

No abstentions allowed.

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

Senate Bylaw 4(H)

- **Procedure for appearance regarding items being considered on the meeting agenda**
- **Also applies to (certain) Senate Committees**

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).**