

Faculty Senate

Basic Parliamentary Procedures and Being in the Sunshine

**Ana Spiguel
Parliamentarian**

August 27, 2015

Governing documents:

University of Florida Constitution

Faculty Senate Bylaws

Florida Law: (*right of access*)

Sunshine Law

Public Records Law

Senate Bylaw (SB) 4: Organization and Procedure of the Senate

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, Provost and
Chair**

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 Agenda 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.**

Robert's Rules of Order



Motions: “*I move ...*”

Are used to accomplish business

Generally require a second

Precede discussions

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.

Point of order can be raised for breach of rules of order.

Member with second can appeal chair's ruling.

Sunshine Law (or Open Meetings Law)

- ***Open to the public***
- ***Notice***
- ***Minutes (recorded and open for inspection)***

No abstentions allowed.

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

SB 4(H)

- **Procedure for public appearances regarding items being considered on the meeting agenda before the Senate or a Senate Committee**

Public Records Law

- **Definition**



- **Requests**

If a public records request is received, please refer it to University Relations at pr-request@ufl.edu.

Ana Spiguel

spiguela@ufl.edu

352-392-1358