



Faculty Senate

Basic Parliamentary Procedures and Being in the Sunshine

Ana Spiguel Parliamentarian



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.

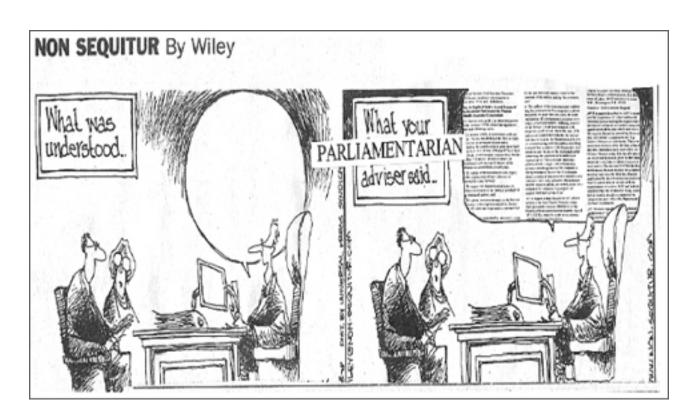


Voting ordinarily by voice except:

- (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)







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