Faculty Senate

Basic Parliamentary Procedures and Being in the Sunshine

Ana Spiguel
Parliamentarian

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The Faculty Senate

**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
The Faculty Senate

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