

# **Faculty Senate**

## **Basic Parliamentary Procedures and Being in the Sunshine**

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## **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](mailto:pr-request@ufl.edu).

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