

Chart of Procedural Rules, Roles and Motions in WVU Faculty Senate Meetings

Meeting Roles

Chair serves as Presiding Officer of the WVU Faculty Senate and the University Assembly [WVU Faculty Const. Art. I. §5]; Presiding Officer, [Art. II. §11]; Faculty Chair and Chair-Elect, [Art. IV. §§1-6]; and as Representative on the WVU Board of Governors, [Art. VII. § 2.a].

Chair-Elect serves in the absence of the Faculty Senate Chair, [Faculty Const. Art. I. §5] and Presiding Officer, [Art. II. §11]; and Faculty Chair and Chair-Elect, [Art. IV. §1-6].

Faculty Senators represent the interests of his/her constituency and serve to communicate those interests to the Senate and have a responsibility to inform their constituents of Senate activities and decisions; and to provide a meaningful flow of information as called for in the Preamble of the Faculty Constitution. Role of Senators, [Faculty Const. Art. II. §4].

Committees: Executive Committee (Faculty Const. Art. III. §2); Committee on Committees, Membership and Constituencies (Art. III. §3).

Standing and Special Committees [Faculty Const. Art. III. §4].

Faculty Senate Office and **Faculty Secretary**, in cooperation with the **Provost's** office monitor credentials and perform duties under the Faculty Const. Procedural Rules, [Faculty Const. Art. I. §8] and Faculty Secretary, [Art. V. §1-3].

Parliamentarian serves as Parliamentarian of the Senate and the University Assembly. Parliamentarian, [Faculty Const. Art. II. §6].

Making Motions (Six Steps)ⁱⁱ

Faculty Senator makes a proper motion. To make a proper motion say: “[Mr. or Madam] Chairman, I move that ...”;

Faculty Senator seconds the motion. To second say: “Second!” [If not seconded, the motion dies];

Chair restates the seconded motion;

Faculty Senators debate the *debatable** motions;

Chair takes the vote; and

Chair announces the vote and the outcome (results).

Meeting Procedural Rules

Meeting operates according to Robert’s Rules of Order. Procedural Rules, [Faculty Const. Art. I. §8].

Proper Notice. Notice of Meetings, [Faculty Const. Art. I. §7].

Business Meeting Comes to Order. Procedural Rules, [Faculty Const. Art. I. §8 and RONR, 11th ed.].

Quorum for the Senate – 40% of elected Senators. Quorum, [Faculty Const. Art. II. §13].

Quorum for the University Assembly – 25% of voting members of the University Assembly. Procedural Rules, [Faculty Const. Art. I. §8].

Quorum for Committees – A majority of the Committee, [RONR, 11th ed., §40, p. 347].

Voting at University Assembly – Majority of the voting members present to pass a motion to limit discussion. [Faculty Const. Art. 1. §3] and according to RONR. Rules of Procedure, [Art. II. §16].

Voting at Faculty Senate Meeting – Majority of the voting members present to pass a motion to limit discussion [Faculty Const. Art. I. §3. Regular Meetings] and according to RONR. Rules of Procedure, [Faculty Const. Art. II. §16].

Meeting Rules of Engagementⁱ

Order – By Presiding Officer (i.e. One person speaking at a time);

Focus – Discussion must be germane to the pending motion;

Efficiency – Meeting time management;

Equality and Fairness – Allow for fairness and equality in participation;

Decorum – (Remember respect and avoid offensive adjectives.); and

Safe Environment – Different points of view can be shared.

Toolbox of Resources

- Roberts Rules of Order [RONR] Newly Revised 11th ed.ⁱⁱⁱ
- West Virginia Constitution^{iv}
- West Virginia Code, Open Governmental Meetings Law^v
- West Virginia University Faculty Constitution^{vi}
- West Virginia University Policies, Procedures, Guidelines
- West Virginia University Customs
- Meeting Rules of Engagement; Principles of Good Decorum and Common Sense

Chart of Procedural Rules, Roles and Motions in WVU Faculty Senate Meetings

Types of Motions (Main and Subsidiary Motions)

1. A **Main Motion** -- a motion whose introduction brings business before the assembly. [RONR, 11th ed., §10, pp. 100-125].
2. **Subsidiary Motions** – a motion that assists the assembly in treating or disposing of a main motion (and sometimes other motions.) [RONR, §11-17, pp. 126-209].
 - a. If a main motion might be more suitable if altered, a member can **Move to Amend**. [RONR, §12, pp. 130-67].
 - i. Insert (or add) words; strike out words; or strike out and insert words
 - ii. Insert (or add) a paragraph; strike out a paragraph; or strike out and insert a paragraph.
 - b. If much time would be required to amend the main motion, or if additional information is needed, a member could **Move to Refer to a Committee or Move to Commit**. [RONR, §13, p. 168-79].
 - c. To discuss later in the same or another meeting, **Move to Postpone to a Certain Time**—also called **Postpone Definitely**, or simply to **Postpone**. [RONR, §14, pp. 179-91].
 - d. If an embarrassing motion has been brought, a member can propose to get rid of this question without bringing it to a direct vote, by **Moving to Postpone Indefinitely**. [RONR, §11, pp. 126-30].
 - e. If there is a reason to lay the motion aside temporarily without setting a time for resuming its consideration, but with the provision that it will be taken up again whenever a majority so decides, a member can **Move to Lay on the Table**. [RONR, §17, pp. 209-18].
 - f. If a member wants to limit or extend the time of debate, **Move to Limit or Extend Limits of Debate**. [RONR, §15, pp. 191-197].
 - g. To close debate and amendment of a pending motion, so that it will come to an immediate vote, member can propose to **Move the Previous Question** [RONR, §16, pp. 197-209].

* **Debatable Motions** [RONR, §43, pp. 396-399].

Main Motion, Amend; Refer to a Committee/Commit; Postpone to a Certain Time or Postpone Definitely; Postpone Indefinitely; Rescind or Amend Something Previously Adopted; Discharge a Committee; Reconsider; Fix the Time to Which to Adjourn, if no question pending; and Request to be Excused from a Duty.

Types of Motions (Privileged and Incidental Motions)

1. **Privileged Motions** -- do not relate to the pending business (unlike a Subsidiary Motion), but has to do with special matters of immediate and overriding importance, which, without debate, should be allowed to interrupt the consideration of anything else. . [RONR, 11th ed., §§18-22, pp. 219-242].
 - a. If an adopted agenda or program is not followed, Member can: **Call for the Orders of the Day**. [RONR, §18, pp. 219-224].
 - b. Raise a **Question of Privilege** [RONR, §19, p. 224].
 - c. Request a **Recess** [RONR, §20, p. 230].
 - d. **Adjourn** [RONR, §21, p. 233].
 - e. **Fix the Time to Which to Adjourn** [RONR, §22, p. 242].
2. **Incidental Motions** – a motion that relates, in a different ways, to the pending business or the business otherwise at hand. [RONR, §23-33, pp. 247-292].
 - a. Point of Order [RONR, §23, p. 247].
 - b. Appeal [RONR, §24, p. 255].
 - c. Suspend the Rules [RONR, §25, p. 260].
 - d. Objection to the Consideration of a Question [RONR, §26].
 - e. Division of a Question [RONR, §27, p. 270].
 - f. Consideration by Paragraph or Seriatim [RONR, §28, p. 276].
 - g. Division of the Assembly [RONR, §29, p. 280].
 - h. Relating to Methods of Voting and the Polls [RONR, §30, p. 283].
 - i. Relating to Nominations [RONR, §31, p. 287].
 - j. Request to be Excused from a Duty [RONR, §32, p. 289].
 - k. Requests and Inquiries [RONR, §33, p. 292-299]:
 - Parliamentary Inquiry
 - Request for Information
 - Request Permission (or Leave) to Withdraw or Modify a Motion
 - Request to Read Papers
 - Request for Any Other Privilege

Motions That Bring a Question Again Before the Assembly

- a. Take from the Table [RONR, §34, pp. 300-304].
- b. Rescind: Amend Something Previously Adopted [RONR, §35, pp. 305-309].
- c. Discharge a Committee [RONR, § 36, pp. 310-314].
- d. Reconsider [RONR, §37, pp. 315-335].

ⁱ Eli Mina, M.Sc., CPP-T, PRP, Presentation on *Disciplinary Procedure: The Practical Approach*, June 9, 2012 at the American Institute of Parliamentarians East Coast Practicum at the Maritime Institute--MD, June 2012.

ⁱⁱ Roger Hanshaw, *Presiding Practice Session Comments*, at the American Institute of Parliamentarians East Coast Practicum at the Maritime Institute--MD, June 9, 2012.

ⁱⁱⁱ Robert's Rules of Order Newly Revised (11th ed.) 2011 (including references to RONR)

^{iv} West Virginia Constitution, Retrieved on August 4, 2012 at http://www.legis.state.wv.us/WVCODE/WV_CON.cfm#articleI

^v West Virginia Code, Ch. 6.Art. 9A. Open Governmental Proceedings, <http://www.legis.state.wv.us/wvcode/code.cfm?chap=06&art=9A>, Retrieved on August 4, 2012.

^{vi} West Virginia University Faculty Constitution, effective December 3, 2010 (including the references to *Faculty Const.*).