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. I. §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 Engagement

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 Constitutioniv

• West Virginia Code, Open Governmental Meetings Law

• West Virginia University Faculty Constitutionvi

• West Virginia University Policies, Procedures, Guidelines

• West Virginia University Customs

• Meeting Rules of Engagement; Principles of Good Decorum and Common Sense

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### 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].
   - If a main motion might be more suitable if altered, a member can **Move to Amend**. [RONR, §12, pp. 130-67].
     - Insert (or add) words; strike out words; or strike out and insert words
     - Insert (or add) a paragraph; strike out a paragraph; or strike out and insert a paragraph.
   - 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].
   - 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].
   - 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].
   - 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].
   - 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].
   - 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; Recind 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].
   - If an adopted agenda or program is not followed, Member can: **Call for the Orders of the Day**. [RONR, §18, pp. 219-224].
   - Raise a **Question of Privilege** [RONR, §19, p. 224].
   - Request a **Recess** [RONR, §20, p. 230].
   - **Adjourn** [RONR, §21, p. 233].
   - **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].
   - **Point of Order** [RONR, §23, p. 247].
   - **Appeal** [RONR, §24, p. 255].
   - **Suspend the Rules** [RONR, §25, p. 260].
   - **Object to the Consideration of a Question** [RONR, §26].
   - **Division of a Question** [RONR, §27, p. 270].
   - **Consideration by Paragraph or Seriatim** [RONR, §28, p. 276].
   - **Division of the Assembly** [RONR, §29, p. 280].
   - **Relating to Methods of Voting and the Polls** [RONR, §30, p. 283].
   - **Relating to Nominations** [RONR, §31, p. 287].
   - **Request to be Excused from a Duty** [RONR, §32, p. 289].
   - **Requests and Inquiries** [RONR, §§33, pp. 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**

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

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2. Roger Hanshaw, Presiding Practice Session Comments, at the American Institute of Parliamentarians East Coast Practicum at the Maritime Institute—MD, June 9, 2012.
6. West Virginia University Faculty Constitution, effective December 3, 2010 (including the references to Faculty Const.).