September 5, 2013

Dear Colleagues,

Welcome to the 2013-14 Faculty Senate! An on-going goal of this year's University Committee (UC) is to encourage our Senators' active involvement with the faculty governance process. We thought we would begin with a letter that would introduce some of the policies and procedures of the Faculty Senate. Please feel free to direct further questions to any of the UC members, who are listed below.

For starters, we direct you to the Faculty Governance Handbook which is kept up to date on http://www.uwgb.edu/sofas/rules/facultyhandbook.pdf. The section on the Faculty Senate (UWGB Chapter 52) is most important. See also the house rules of the Senate at http://www.uwgb.edu/sofas/structures/governance/senate/rules.asp.   The handbook begins with a description of faculty governance. Chapter 36.09 (4) of the State of Wisconsin Statutes grants faculty the primary responsibility for academic and educational activities and faculty personnel matters. The Faculty Senate represents the faculty on such matters. Therefore it is vital that you take the issues that come up during our meetings to your units and consult with your immediate colleagues. Many important decisions are made during committee meetings. Faculty governance can be strengthened if we take the time to read minutes and to be aware of what is happening in our committees. At each Senate meeting included in the report by the Chair of the UC will be information about committee work on campus. An *informed* faculty Senator can be in a powerful position to help determine the course of our institution; use that position wisely and with commitment. Also, remember that one of the important responsibilities of the senate is to *inform* your budgetary unit and act as a liaison and voice between your unit and the university community.

The agenda for our meetings is set by the UC, the executive committee of the Faculty Senate. Faculty may also request that items be placed on the agenda by first submitting the item to the University Committee for consideration or by requesting at a Senate meeting that permission be granted to place the item on the agenda of the next Senate meeting (please refer to the Faculty Handbook for proper procedures). It is imperative that items on the agenda be announced in advance (at least 24 hours) of our meetings, in compliance with the Open Meetings Law. The current Chair of the UC is Bryan Vescio. This fall semester, the UC will meet every Wednesday (excluding Senate days) from 3:00 – 5:00 p.m. in CL-750. We have included below Mike Thron's (former Secretary of the Faculty and Academic Staff) summary on "Useful Parliamentary Procedures". Any questions about procedure may be directed to Professor Abbott, our Secretary of the Faculty and Academic Staff. Normally we will use a voice vote or show of hands. Some issues come before the Senate for immediate action and others (typically more substantial issues such as changes of our codification) are given a first reading at one meeting and a second reading with action at the following meeting. New business may be brought to the floor during a Senate meeting, but cannot be discussed until the following meeting.

Senators will be given a name card. Please remember to bring your name card along with you to all meetings. Greg Davis is Speaker of the Senate and it is his job to follow through on the agenda, recognize speakers, facilitate the discussion, and call motions to vote. He will do his best to make sure that everyone who desires has a chance to speak. On the occasion where he feels impelled to voice his own opinion, he will ask the Deputy Speaker (to be selected at the first Senate meeting) to step in for him. The meetings end promptly at 5:00 p.m., unless the time is extended by a motion to suspend the rule (which requires a 2/3 vote).

In accordance with state open meeting laws, the Faculty Senate is open for anyone to attend. Also, note that the Chancellor and Provost are normally asked to give informational updates to the senate and may be in attendance when that is deemed appropriate.

The 2012- 2013 Faculty Senate calendar can be found at http://www.uwgb.edu/sofas/structures/governance/senate/calendar.asp

USEFUL PARLIAMENTARY PROCEDURES AND COURTESIES

<u>Preamble</u>: The UW-Green Bay Faculty Senate has used the simpler procedures in *Robert's Rules of Order* to conduct its business. When motions have become tangled in procedures, common sense and good humor have prevailed to untie the knots. The following procedures are helpful ones to keep business running smoothly, and most importantly, fairly so all may have a say in the issues before the Senate.

<u>Types of Motions and How to Use Them</u>:

1. **Principal Motion**. This is a motion that gets business going and should be presented in writing if possible. Most come from the agenda and are carefully constructed by the University Committee. In our traditions, some more consequential motions are up for discussion at one meeting and then for action (often with revisions, based upon the discussion) at the next. Other motions are made, discussed, and voted on at a single meeting. A majority of those voting (excluding abstentions) is required to pass the motion.

2. **Amendments to the Principal Motion**. Most of these come from the floor, and it is most appreciated if the amendment is written and given to the Secretary of the Faculty and Academic Staff. Amendments, like Principal Motions, need seconds. You can have "an amendment to the amendment" but <u>not</u> "an amendment to the amendment to the amendment." Sometimes the motion is complex with two or three different propositions in it leading a Senator to seek to divide the motion. This is often wise if many support one aspect of a motion but not another.

> **Debate on a Motion or Amendment:** The person making the motion gets the first crack at debate. If the UC offers the motion, usually the chair gives the reasons for adoption. The Speaker of the Senate will try for as even a debate of the pro's and cons as possible. The Speaker will call on those who have not spoken to the motion before returning to a Senator who has had a chance to make remarks. It is tough to follow that order sometimes, but a Senate debate is more formal than a discussion in a committee meeting so try to restrain the desire to talk to each other rather than gaining permission to speak from the Speaker.

> **The Open Meeting law and debate in the Senate:** Only Senators, and those bringing reports before the Senate, are entitled to speak; those observing the meeting cannot speak unless the Speaker of the Senate gives permission. The Senate may overrule the Speaker and withdraw the permission to speak by a majority vote. There is often a desire to let all in the room have their say on a controversial issue, but it is wise to keep remarks from those outside the Senate to a minimum so that Senate debate may proceed.

3. **Tabling a Motion.** A Senator may seek to "postpone temporarily" or "table" a principal motion before the Senate. The motion to postpone must have a second. It is not debatable and requires a majority of those voting to be adopted. The effect is to remove the principal motion from the Senate's agenda. The principal motion can be brought back before the Senate at the same meeting or at the next scheduled meeting by a majority vote. If the Senate takes no positive action on the tabled item at either of these meetings it can only be reintroduced through the regular agenda-setting process. A Senator may also move to **postpone indefinitely,** in which case the main motion is removed from the agenda. This motion needs a second, is debatable, needs a majority vote, and can be reconsidered. There is also a motion to **postpone to a specified time** which needs a second, can be debated and amended, needs a majority, and can be reconsidered.

4. **Closing Debate.** When a Senator believes that discussion on an item should end and a vote be taken immediately, he or she may "call for the question." If the Speaker of the Senate believes that the debate is winding down, he or she may ask if there is any objection to proceeding to an immediate vote. If any single Senator objects or wishes to speak, the debate continues. Debate may be ended by a motion to "move the previous question" or simply to "close debate." That requires a second, is not debatable, and needs 2/3 of those voting to pass.

5. **Suspension of the Rules.** The Senate has established 5:00 p.m. as the time to adjourn; if the Senate wishes to meet beyond that time, a Senator moves to suspend the rules to continue meeting until a specific time. Any

suspension of the rules requires a 2/3 majority of those voting. A call to adjourn can be made at any time and takes precedence over all other motions and is not debatable. If passed by a 2/3 majority, all business is over for the day. The use of a motion to suspend the rules to introduce action or discussion items not on the posted agenda is not permissible under Wisconsin Open Meeting rules. All matters to be considered by the Senate must be publicly posted at least 24 hours before the meeting (although "for good cause" a two-hour notice is allowed).

6. **"Friendly" Amendment."** Often we hear someone ask the person who made a motion if she or he would accept a "friendly amendment" that changes the wording of the motion in some way after it has been proposed. However, once a motion has been made and seconded and the chair has repeated the motion so that it is clear to all, the motion belongs to the group, no longer to the individual mover, and any amendments must be made by the Senate.