

Introduction to Parliamentary Procedure

2017/2018

FGCU Faculty Senate



Handout and Resources

Parliamentary procedure is governed by **Robert's Rules of Order Newly Revised**. Senate practice is governed by the **FGCU Faculty Governance Document** (a.k.a “bylaws”)

Instruction on how motions work, voting thresholds, and the like will be provided throughout the first semester of meetings as the events naturally arise.

Bylaws available on front page of Faculty Senate website:

<http://www.fgcu.edu/FacultySenate/index.asp>



Adjustments from Past Practice





Adjustments from past practice: Speaking

- Senators wishing to speak must be recognized by the chair.
- Senators then stand, state their names for the record, and then ask a question or make a comment.
- Senators are allowed one follow-up question.
- A senator may not be recognized again until everyone else who wishes to speak has had the opportunity.
- Once senator discussion concludes, comments may be taken from the gallery.

BENEFITS:

No individual monopolizes the conversation.

Note-taking and senator identification is easier for the minutes.

Collegial discussions with guests do not devolve into interrogations.

Adjustments from
past practice:
Agenda Items

- There are two main categories of agenda business: information items and action items.
- Each item is allotted 15 minutes on the agenda. Time may be extended with appropriate motions (within reason).



Adjustments from
past practice:
Information Items



- **Information items** are points of business that will be voted upon at the next meeting.
- Time is spent receiving background on the issue from guests, providing feedback to documents, and debating the merits of the item.
- Once the conversation is complete, senators may update their constituents about the issue and receive feedback before the next Senate meeting.

BENEFITS:

Time is given for Senate business to be discussed both collectively and individually.

Adjustments from
past practice:
Action Items

TAKE
ACTION!

- **Action items** have been discussed during the previous meeting and are now up for a vote.
- A motion is immediately made to take action upon the piece of business. No debate or discussion may take place without a motion on the floor.
- Once discussion has completed and all ranked motions have been cleared, the final vote is taken.

BENEFITS:

Conversation remains on topic.

All discussion is relevant to the pending motion.

Time extensions only used if necessary.

Adjustments from
past practice:
Voting

- One senator = 1 vote
- A senator may proxy for another and cast two votes.
- A senator may be represented by an alternate, and the alternate may cast one vote.



VOTING

Adjustments from
past practice:
Voting

No senator may proxy for more than one other senator at a given time.

Any senator that utilizes a proxy or alternate for three or more Senate meetings (per semester) is considered to have resigned the seat (per FGCU FGD 3:02 G).

BENEFITS:

Easier determination of quorum status for the meeting.

Easier counting and attribution of votes.



The image features five black silhouettes of people in various jumping and dancing poses, set against a solid red rectangular background. The figures are arranged horizontally across the center. The background is surrounded by a white background with faint, concentric circles and dashed lines, suggesting a globe or a stylized environment. The overall composition is dynamic and celebratory.

It doesn't look like fun...
...but it is!