

# Introduction to Parliamentary Procedure

AY 2020-2021 Faculty Senate  
Florida Gulf Coast University



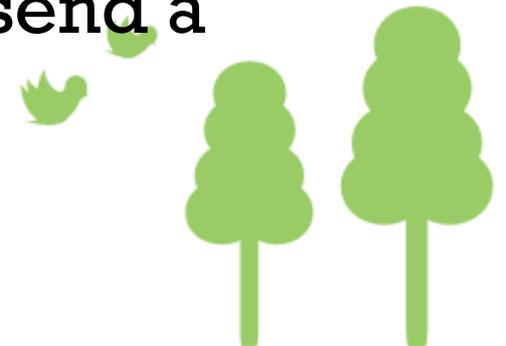
# Role of Faculty Senate

- To take **action** on academic policy and shared governance matters.
- To provide **faculty feedback** to university committees who request it for their own initiatives.
- To **inform** our constituents about current university happenings.



# Zoom!

- No Zoom Bombing, 😊.
- Please do not share Zoom information.
- We will be “**raising hands**” virtually.
- Order of speakers for questions will be monitored by the parliamentarian.
- Whenever possible, everyone in the room will be notified of the next speaker by the parliamentarian.
- If you have a question or inquiry, please send a message via “**Private**” chat feature.



# Agenda Items

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



# Standing Reports

- **Standing Reports** are provided each meeting by the Senate president, Academic Affairs, Student Government, United Faculty of Florida, and Staff Advisory Council.



# Information Items

- **Information items** are points of business that require feedback from Senate, but **no action**. Documents are provided beforehand, and Senators may gain feedback from constituents. These topics are discussed during one meeting.
- Meeting time is spent receiving **background on the issue from guests, providing feedback, and asking questions**. Debate is typically not necessary as these are not action items.
- Once the conversation is complete, senators may update their constituents about the issue.
- Please remember that guests bringing forth information items have **specifically requested Senate feedback** on their topics.



# Action Items

- **Action items** require the Senate to perform, usually, some sort of approval action, typically on a document, policy, or resolution.
- **Action items** are discussed during two meetings.

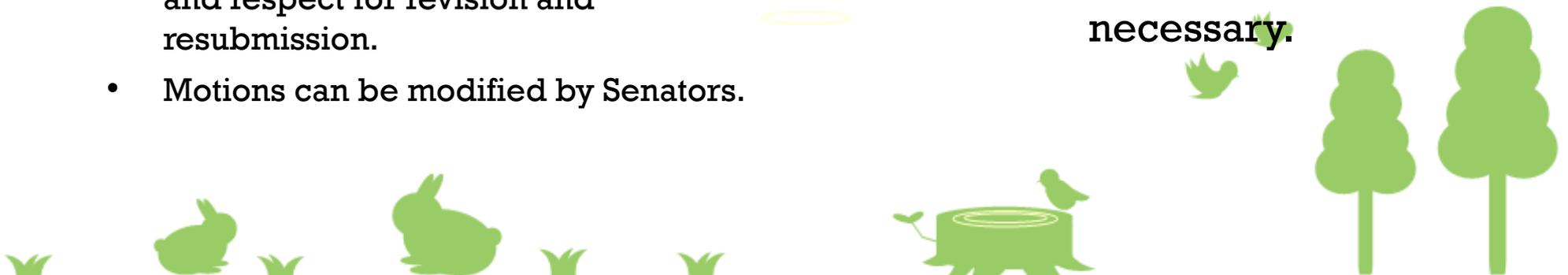


# Action Items and Business Types

- When listed under New business; **Action Items** return for the next meeting as Old Business and require voting action.
- No debate occurs on a voting action without an active motion on the floor, most commonly:
  - **Accept the document/policy/resolution**, which can be voted up or down.
  - **Send document/policy/resolution back to home committee** with love and respect for revision and resubmission.
  - Motions can be modified by Senators.

## REMEMBER:

- Action Item New Business (1st) = **discussion**
- Action Item Old Business (2nd) = **motion, debate, vote**
- All discussion is relevant to the pending motion.
- Time extensions are only used if **necessary.**



# Questions, Discussion, and Debate

- Senators wishing to speak must be recognized by the chair or guest.
- Senators then state their names for the record, and then ask a question or make a comment.
- Senators are allowed one follow-up question or comment per recognition.
- 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.

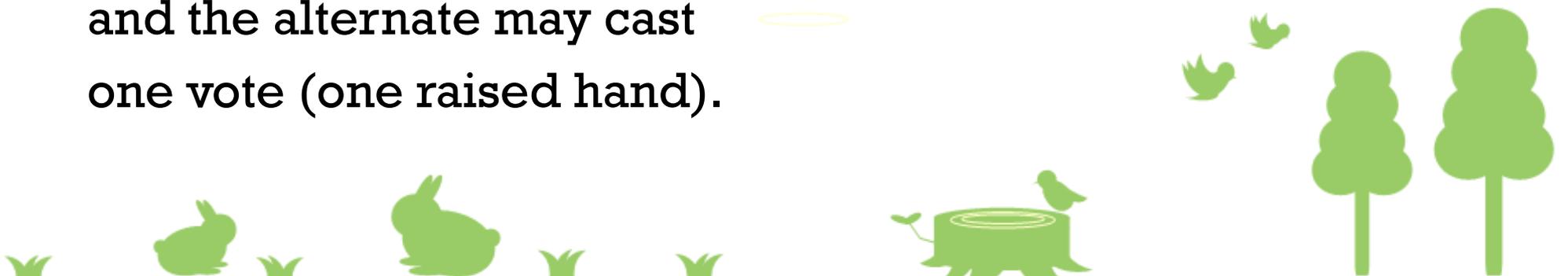
## BENEFITS:

- No individual monopolizes the conversation.
  - Note-taking and senator identification is easier for the minutes.
- Collegial discussions with guests do not devolve into interrogations.



# Voting

- One senator = 1 vote (raised hand)
- A senator may proxy for another and cast two votes (two raised hands).
- A senator may be represented by an alternate, and the alternate may cast one vote (one raised hand).
- A senator or alternate may **not** represent more than one other senator as a proxy (we only have two hands with which to vote).



# Points of Order

- A **Point of Order**, **Parliamentary Inquiry**, or **Make Follow Rules** motion can be employed when (*but not limited to*) :
  - A speaker is interrupted, or a comment is made without chair or guest recognition
  - An action item is debated without an active motion
  - A discussion or debate has moved off-topic
  - A speaker has exceeded the question/comment and follow up limit
  - A voting sequence is done out of order
- **Parliamentary interjections** are
  - **not personal criticisms**



# 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”)
- See handout for instruction on how motions work, voting thresholds, and the like.
  - Each time we begin an uncommon parliamentary procedure, I will provide a quick intro to how it works.
- Bylaws available on front page of Faculty Senate website:

<https://fgcu.edu/facultysenate>



# Questions?

