

Missouri State University Faculty Senate
2021-2022 Parliamentary Procedure Handout

* The information below is for general education only. Please refer to the current edition of *Robert's Rules of Order* and the *Constitution and Bylaws of the Faculty* for the formal rules of the Faculty Senate.

Robert's Rules: Parliamentary Procedure

- Foundational Principles
 - Address 1 question/issue at a time
 - 1 vote per member
 - Majority decides
 - All members have rights
- Four (4) rights of members
 - Attend meetings, debate/discuss during meetings, make motions, vote
 - Bylaws may grant specific rights to different types of “members”

Faculty Senate: Membership

- Voting members (i.e., Senators)
 - All 4 rights
 - Chair of the Senate, Chair-Elect of the Senate, Secretary of the Senate, academic department senators, ranked faculty senators, instructor senator, senior instructor senator, and clinical faculty senator
- Non-voting members (i.e., Delegates)
 - 3 rights- attend meetings; debate/discuss; make motions
 - Student Government Association rep, Graduate Student Council rep, and Staff Senate rep

Robert's Rules: Main Motion and Resolution

- They are the same in function
 - A statement to do some type of business within the authority of the group/association
 - Examples- (a) express a certain view, (b) write a policy, (c) investigate an issue
- Key difference is a main motion is direct and simple; a resolution is more complex so it requires more content (e.g., “Whereas...” and “Therefore, be it resolved...”)
- NOTE
 - When a motion/resolution is seconded, it then belongs to the Senate and not the person who made the motion
 - Other motions used to manage the main motion (e.g., Postpone) or manage the overall meeting (e.g., Parliamentary Inquiry) [see senator name plates]

Faculty Senate: Resolution, Internal Action, and Senate Action

- Resolution
 - The Faculty Senate's shared view on a specific issue that it wants to share with the university administration but for information purposes only
 - Example- [May 2017 Faculty Senate Resolution on MOSER retirement plan \(p. 8\)](#)

- Internal Action
 - A decision of the Faculty Senate to pursue business that does not extend beyond the boundaries of the Senate
 - Sharing this business with the university administration is optional
 - Example- [May 2017 Faculty Senate Internal Action on Merit Pay system \(p. 9\)](#)
- Senate Action
 - A decision of the Faculty Senate to pursue business within its governing authority as granted to it by the University President or the Board of Governors
 - This decision is shared with and approved/disapproved by university administration
 - Example- [October 2015 Senate Action on Reciprocity of Old General Education \(p. 1\)](#)

Rules of Decorum

- Confine remarks to the merits of the pending question
- Refrain from attacking a member's motives
- Address all remarks through the chair
- Avoid the use of members' names
- Refrain from speaking adversely on a prior action not pending
- Refrain from speaking against one's motion
- Read from reports, quotations, etc. only without objection or with permission
- Be seated during an interruption by the chair
- Refrain from disturbing the assembly

Report from the Academic Personnel Review Commission (APRC) academic year 2020-2021.

The committee, Stephanie Hein, Andrew Homburg and Rich Garrad, reports that there were no grievances brought to them during this last academic year.

Summary of 2020/21 Senate Actions and Resolutions

Thirty-seven Senate Actions were considered by the Faculty Senate during the 2020/21 academic year and thirty-six received administrative approval. Their dispositions and Senate Resolutions are listed below.

Senate Actions

SA 1-20/21 5/7/20	Approved	New Program: Foundations of Nutrition Undergraduate Certificate
SA 2-20/21 5/7/20	Approved	New Program: Cultural Competence in International Undergraduate Certificate
SA 3-20/21 5/7/20	Approved	New Interdisciplinary Program: Spanish for the Health and Human Services Undergraduate Certificate
SA 4-20/21 5/7/20	Approved	New Interdisciplinary Program: Graduate Certificate in Agricultural Business and Economics
SA 5-20/21 5/7/20	Approved	New Program: Graduate Certificate in Criminal Justice Leadership & Management
SA 6-20/21 5/7/20	Approved	New Program: Applied Economics Graduate Certificate
SA 7-20/21 5/7/20	Approved	CGEIP Course Change: PLN 100 Understanding Cities
SA 8-20/21 9/10/20	Approved	New Program: Health Sciences Certificate
SA 9-20/21 9/10/20	Approved	CGEIP Course Change: BMS 100 Concepts and Issues in Life Sciences
SA 10-20/21 9/10/20	Approved	CGEIP Course Change: BMS 101 Concepts and Laboratory in Life Sciences
SA 11-20/21 9/10/20	Approved	CGEIP Course Change: BMS 110 Introduction to the Biomedical Sciences
SA 12-20/21 9/10/20	Approved	CGEIP Course Change: BMS 111 Introduction Laboratory in the Biomedical Sciences
SA 13-20/21 9/10/20	Approved	Delete Program: Recording Arts
SA 14-20/21 9/10/20	Disapproved	Faculty Senate Action on Salary and Equity Adjustments

SA 15-20/21 9/10/20	Approved	Faculty Senate Action on Dental Benefits
SA 16-20/21 10/15/20	Approved	CGEIP Program Change: Linguistics
SA 17-20/21 10/15/20	Approved	New Program: Geoarchaeology
SA 18-20/21 11/12/20	Approved	Delete Program: Supply Chain Mgt/Opertns Mgt Minor
SA 19-20/21 11/12/20	Approved	Delete Program: International Marketing Minor
SA 20-20/21 11/12/20	Approved	Delete Program: Marketing Research Minor
SA 21-20/21 11/12/20	Approved	Delete Program: Selling Minor
SA 22-20/21 11/12/20	Approved	New Program: Relationship Selling UG Certificate
SA 23-20/21 11/12/20	Approved	New Program: Environmental Plant Sci & Nat Resr Certificate
SA 24-20/21 11/12/20	Approved	New Program: Graduate-Applied Geophysics Graduate Certificate
SA 25-20/21 11/12/20	Approved	New Program: Cultural Anthropology UG Certificate
SA 26-20/21 1/14/21	Approved	New Program: Doctor of Occupational Therapy
SA 27-20/21 1/14/21	Approved	New Program: Individualized Major BAS
SA 28-20/21 1/14/21	Approved	Program Change: Museum Studies Minor
SA 29-20/21 1/14/21	Approved	Program Change: Diversity Studies Minor
SA 30-20/21 2/11/21	Approved	New Program: Undergraduate Certificate In Graphic Narrative

SA 31-20/21 2/11/21	Approved	New Program: Undergraduate Certificate In Children’s and Young Adult Literature
SA 32-20/21 3/11/21	Approved	New Graduate Certificate Marketing Analytics
SA 33-20/21 3/11/21	Approved	New Graduate Certificate Telemental Health in Counseling
SA 34-20/21 4/8/21	Approved	Undergraduate Certificate: Working with Preschoolers
SA 35-20/21 4/8/21	Approved	Special Education Minor
SA 36-20/21 4/8/21	Approved	CGEIP Course Deletion: Writing II: Nursing Research and Scholarly Writing
SA 37-20/21 4/8/21	Approved	CGEIP Course Change: CSC 210 – Public Affairs Issues in Computing

Senate Resolutions

SR 1-20/21 5/7/20	Resolution in Honor of 2019-2020 Faculty Senate Chair Saibal Mitra
SR 2-20/21 5/7/20	Resolution in Honor of 2019-2020 Faculty Senate Secretary of the Faculty Beth Walker
SR 3-20/21 5/7/20	Resolution in Honor of Dr. Michael Hudson 2019-2020 Faculty Senate Parliamentarian
SR 4-20/21 9/10/20	Faculty Senate Resolution on Changes to the Charges of the Committee on Faculty Benefits

PDFs for DTN 130 Proposal can be found in separate attachment links.