

## **Missouri State University Faculty Senate** *2020-2021 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, (TBD 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

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- 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