THE RULES OF THE FACULTY SENATE  
As Amended, April 2000

The rules of the Faculty Senate are organized in four parts:

BYLAWS OF THE SENATE

The bylaws are found in the faculty handbook.

ROBERT'S RULES OF ORDER

The current edition of Robert's Rules of Order Newly Revised is the adopted parliamentary authority of the Faculty Senate. It is used in the absence of instructions in the by-laws. Martha Grise, the Senate parliamentarian, 1996-1997, created this compendium of Robert's.

SPECIAL RULES OF ORDER

The special rules of order modify Robert's Rules and supersede them if it is necessary to supplement or modify the parliamentary authority. They are usually adopted as resolutions separately from the bylaws. To adopt or amend them requires previous notice and a two-thirds vote of the Senate. The special rules of order were revised in 1996.

STANDING RULES

The standing rules are those adopted by the Senate for the administration of its own organization. They are related to details of administration rather than parliamentary procedure, and they can be adopted or changed on the same conditions as any ordinary act of the Senate. The current standing rules were revised in 2000.

Senate Committee on Rules, April 2000:
Karen Dilka
Cedaliah Melton-Freeman
Ruth Huebner
Sheila Virgin
Mark Chambers, Chair
Robert Miller, Senate Parliamentarian
PARLIAMENTARY PROCEDURE IN THE SENATE

The parliamentary authority for the Eastern Kentucky University Faculty Senate is the current edition of Robert’s Rules of Order, Newly Revised (RONR), which applies in all cases where it does not conflict with the Senate bylaws or special rules of order. Senate members should familiarize themselves with the bylaws and special rules of order. For the finer points of parliamentary law, Senate members may consult RONR or the Senate Parliamentarian.

RIGHTS OF MEMBERS
Members of an assembly have the following rights: to attend meetings; to make motions and nominate; to debate; to vote; to hold office, if qualified; to have the agenda followed; and to have the rules enforced. Any motion that abridges or denies any of these rights requires a two-thirds vote.

ORDER OF BUSINESS
By custom the Faculty Senate follows the following order of business:
Approval of Minutes
Report of the President
Report of the Executive committee
Report of the Faculty Regent
Report of the COSFL Representative
Report of the Student Senate President
Reports of Standing Committees
Reports of Special, or Ad Hoc, Committees

Special Orders (Special orders are items of business that according to the bylaws must be taken up at a specified meeting or items that were postponed from the previous meeting and made a special order-i.e., given priority in the order of business-by a two-thirds vote.)

Unfinished Business and General Orders (Unfinished business is business that was on the agenda for the previous meeting but was not reached before adjournment. General orders are items postponed from the previous meeting by a majority vote.)

New Business
Adjournment
DEBATE

Except by consent of the assembly, members may debate only when a motion is pending, and debate must always be germane to the pending question.

A member may speak only twice to the same motion. If, however, the motions goes over to another day—if, for example, it is postponed to the next meeting—the member may speak twice again. A member who has spoken to a particular motion may not speak again until everyone who wishes to speak the first time has done so.

A member who wishes to speak waits until the previous speaker has concluded, then rises, addresses the chair, and waits to be recognized. Members are recognized in the order in which they seek recognition except that, insofar as practicable, the chair alternates between members who wish to speak for and against a measure.

All remarks in debate are addressed to the chair, never to another member. No speaker may attack the motives or the character of another member. Past actions of the assembly may not be criticized except in debate on a motion to amend or rescind the past action.

KINDS OF MOTIONS

Main Motions
Main motions may be made only when nothing is pending. Main motions require a second, are debatable, and require a majority vote.

Ranking Motions
Certain motions have rank; that is, a motion with lower rank cannot be made while a motion of higher rank is pending. The ranking motions, from lowest to highest, are listed below with an S if they require a second, with D or U to indicate whether they are debatable or undebatable, and with an M or 2/3 to indicate the vote required.

Postpone Indefinitely (S,D,M)
Amend (S,D,M)
Refer to a Committee (S,D,M)
Postpone to a Definite Time (S,D,M)
Limit or Extend the Limits of Debate (S,U,2/3)
Previous Question (Close Debate) (S,U,2/3)
Lay on the Table (S,U,M)
Call for the Order of the Day (ruled on by the chair)
Question of Privilege (ruled on by the chair)
Recess (S,U,M)
Adjourn (S,U,M)
Fix the Time to which to Adjourn
Important exceptions: (a) motions to amend may be made while any motion is pending that has a legitimate variable and (b) certain motions with high rank (raise a question of privilege, recess, and fix the time to which to adjourn) are privileged only if they are made while business is pending. A motion to recess, for example, if made when nothing is pending, is a main motion and is therefore debatable.

Incidental Motions
Certain motions arise incidentally as other motions are being considered. These motions, by and large, are disposed of as they arise. Like the ranking motions, incidental motions may be amended if they have a legitimate variable. Some of the most commonly used incidental motions are as follows:

Point of Order (ruled on by the chair, subject to appeal)
Appeal (S,M, debatable unless (a) a nondebatable motion is pending or (b) it has to do with decorum in debate)
Point of Information (answered, or referred to a knowledgeable member, by the chair)
Parliamentary Inquiry (answered by the chair, not subject to appeal)
Suspend the Rules (S,U,2/3)
Objection to the Consideration of the Question (MUST be made before debate begins on the motion in question, S,U,2/3)
Withdraw a Motion (S,U,M, but often handled by general consent)
Request (S,U,M, except that a request to be excused from a duty is debatable)
Division of a Question (S,U,M)
Consider by Paragraph or Seriatim (S,U,M)

Bring Back, or Restorative Motions
Certain motions are used to bring back before the assembly motions previously disposed of: The voting requirements for these motions vary depending on the circumstances. Consult Robert’s Rules of Order, Newly Revised.

Take from the table (S,U,M)
Rescind/Amend Something Previously Adopted (S,D, See RONR)
Discharge a Committee (S,D, See RONR)
Reconsider/Reconsider and Enter on the Minutes (S,D or U, depending on whether the motion it is proposed to reconsider is debatable; M)
VOTING

A voice vote is taken whenever a majority is required for adoption. If, after the chair declares the result, a member is in doubt, the member may demand that the vote be retaken as a standing vote. (Without rising or seeking recognition, the member calls out “Division!”) The chair who is in doubt of the result of a voice vote may ask for a standing vote and may have the vote counted. A member who wishes the vote to be counted must make a motion to that effect.

A standing vote is taken whenever a 2/3 vote is required for adoption.
SPECIAL RULES OF ORDER

1. When recommendations from the Council on Academic Affairs are to be considered by the Faculty Senate, a summary sheet shall be prepared, but complete information shall be available in the office of the Vice-President for Academic Affairs.

2. When recommendations from Committees of the Faculty-at-Large are to be considered by the Faculty Senate, those recommendations shall be written and submitted in full.

3. Resource persons able to comment on matters introduced by the Council on Academic Affairs or by Committees of the Faculty-at-Large shall be invited to attend the Senate meetings at which those matters are to be considered.

4. As a matter of courtesy, individuals who are not members of the Faculty-Senate who attend a meeting of the Senate should register with the Secretary at the beginning of the meeting so their attendance can be noted in the minutes.

5. Items submitted for inclusion on the Senate agenda shall reach the Chair or a member of the Executive Committee of the Senate at least two weeks before a scheduled meeting of the Senate. A substantive matter not so submitted, but presented on the floor of the Senate, shall be placed on the agenda for action at the next Senate meeting.

6. In addition to the minutes, the Secretary of the Senate shall maintain a file of Senate agendas along with all materials presented to and acted upon by the Senate for a period of one academic year at the end of which the file shall be sent to the University Archives for permanent storage. The materials shall be available for faculty inspection during the year they are kept on file by the Secretary and after they are placed in the Archives.

7. Senators who expect to be absent from a meeting of the Senate shall notify the Secretary of the Senate. The Secretary shall list in the minutes of each meeting the names of Senators absent from the meeting with an asterisk beside the names of those Senators who notified the Secretary of their absence beforehand.

8. Nominations of members for Standing Committees of the Senate shall be made from the floor.

9. The administrative member of the Senate elected to the Budget Committee shall not serve successive terms on that committee.
10. When any committee of the Faculty Senate adopts formal procedural rules governing its conduct, the committee chair shall immediately notify the Rules Committee in writing, in order that the rule(s) may be examined for consistency with the Senate Rules and/or for being the possible basis for a generalized rule governing all Senate Committees.

11. When the Senate deems it necessary to establish an ad hoc committee, the Chair shall appoint members to serve on the committee and shall designate one of the appointees to serve as the committee chair.

12. The annual reports of all standing and ad hoc committees shall be published in the minutes of the Senate meeting at which they are submitted.

13. The Chair of the Senate is an ex officio delegate to COSFL. Another delegate and two alternates shall be elected annually from among the elected members of the incoming Senate during its organizational meeting in May. Either alternate may serve at any COSFL meeting in the absence of a regular delegate.
STANDING RULES

1. At the organizational meeting in May, the Chair of the Senate shall distribute to the members of the Senate:
   (a) A compendium of Robert’s Rules of Order Newly Revised, which governs the conduct of the meetings of the Faculty Senate.
   (b) A copy of the Organization of the Faculty and the Special Rules of Order and Standing Rules of the Faculty Senate.
   (c) A list of the current standing committees and ad hoc committees.
   (d) Notification of the location of Faculty Senate files, indexes, and minutes.

2. The Secretary of the Senate shall prepare a seating chart of the Senate each fall, and members of the Senate shall be assigned permanent seats alphabetically.

3. The hour of regular Senate meetings shall be 3:30 p.m. and meetings of the Senate shall adjourn by 5:30 p.m.

Changes pending approval by Faculty Senate:

1. At the organizational meeting in May, the Chair of the Senate shall inform the members of the Senate of:
   (a) The web location of an electronic copy of a compendium of Robert’s Rules of Order Newly Revised, which governs the conduct of the meetings of the Faculty Senate.
   (b) The web location of an electronic copy of a copy of the Organization of the Faculty and the Special Rules of Order and Standing Rules of the Faculty Senate.
   (c) The web location of an electronic copy of a list of the current standing committees and ad hoc committees.
   (d) The location of Faculty Senate files, indexes, and minutes.