May 20, 2022

Welcome, New Senators!

The following is a general guide to the procedures for participating in the Faculty Senate.

We are governed by *Robert's Rules of Order*, the Senate Bylaws, and the Faculty Guide.

Regular Senate meetings are on Friday, once a month, typically 1:00-4:00 pm. The June meeting is always 9-11 am.

When necessary, remote meetings occur via MS Teams, where you'll find a Faculty Senate Team. We use the "chat" bar during such meetings (1) to inform the executive secretary and GA that you have a technological issue; (2) to communicate the precise wording of proposed amendments to motions or provide relevant links or details for your reports or answers; and (3) conduct informal votes, for which we use the simple thumbs up, thumbs down "reactions." Please DO NOT USE THE MEETING CHAT to conduct running commentary or ask questions, because such commentary and questions will be ruled out of order by the Chair. Formal voting on motions that require a count will be conducted using "Forms" in the General Chat (NOT in the chat bar on the right-hand side of your video screen).

If you would like to speak, please raise your hand (or use the raise hand function in Teams) to be recognized by the Chair.  Please speak only when you are recognized and address your comments to the Chair and the front of the room where the Secretary is taking notes. Robert's Rules state that everybody gets a chance to speak before anybody can speak twice on a particular issue. Senators have the right to speak first. Non-senators may be granted opportunity to speak at the Chair's discretion.

You can raise a procedural motion at any time by raising your hand and asking for a "point of order."  If the Chair rules on procedure, the ruling can be appealed and a vote taken to affirm or over-turn the ruling.  You can also request a "point of information" for a clarification at any time.

The Executive Committee sets the agenda before the meeting. At the beginning of each meeting, the proposed agenda is approved.  If you want to add something to the agenda, the agenda needs to be modified before approval, and will be placed under "New Business."  Once the agenda is set, it takes a 2/3 majority to suspend the rules and amend it.

Committee reports come first; you may ask questions or clarification following the reports, but please try to avoid extended discussion of the report's contents, as we have a lot of business to conduct. Committee motions follow the reports, and can be amended, approved, rejected, tabled (postponed) or remanded to committee. Whenever possible, Committees should submit written reports.

The Senate accepts only written proposals for its discussion and evaluation, which must be submitted to the Secretary and GA 48 hours before the meeting to be considered at that meeting. Occasionally, the Senate receives communications, which we put last on the agenda; these are not subject to debate or comment.

Only one motion is on the floor at any time, and each motion must be dealt with before advancing to the next motion.  Any member is free at any time to request a secret ballot.  Please do not hesitate to ask for clarification at any time.  A motion to cut-off debate and call for a vote on a motion can also come at any time; it is called "calling the question." Cutting off debate requires a 2/3 majority.

Bear in mind that the overwhelming majority of Senate work takes place at the committee level, not at Friday meetings. All Senators sit on at least one committee, so we will be passing around a sign-up sheet (this year, a Google Doc). Committees can only be <u>chaired</u> by Senators, but they can include non-Senators; when possible, the majority of committee members should be Senators.

I would like to ask all committees to form and elect a chair before the June meeting; outgoing chairs, please call the committees together for a vote (electronic ballot is acceptable). For those committees without chairs, the first person in alphabetical order should arrange the vote. The Senate needs the participation of all Colleges and Schools, and each should be represented on each committee if possible. There are new Senate By-laws for the composition of committees. Please familiarize yourself with those and let the Secretary know if you have any questions.

If you cannot attend a meeting, it is your responsibility to find an alternate from your college and inform that person and the Senate Secretary that they will be voting in your stead at the meeting. All communications with the Senate should go through the Secretary.

The Senate schedule, roster, and important documents will be updated as soon as possible on the Senate Blog: http://blogs.shu.edu/senate/ . Agendas are posted as soon as possible but usually 48 hours before the meetings. Senators are responsible for reading motions and related documents before the Friday meetings. We recognize that doing so can be challenging when material is posted later rather than sooner, but bear in mind that the Secretary and GA can only post material when they get it. To this end, please send committee reports and documents by the beginning of the week.

Again, welcome to the 2022-23 session of the Faculty Senate.

Cordially,

Mary Balkun, Senate Chair, 2021-22