Order of Business – 47th Session University Senate

1) Approval of Minutes
2) Chancellor’s Remarks
3) Unfinished Business (Second Reading and Action on Motions) and General Orders (Items Postponed until this Meeting)
4) New Business (First Reading and Debate on Motions)
5) Chair’s/Vice Chair’s Report
6) Faculty Representative’s Report
7) Academic Staff Representative’s Report
8) Reportable Items from Committees
9) Special Reports (from System Reps, Ad Hoc Committees, etc.)
10) Special Orders (items specifically set for a particular meeting in Bylaws, Constitution, or specific motion, such as Elections)
11) Miscellaneous Business of the Body
12) Announcements
13) Adjournment


Example illustrating the six principal steps in handling a main motion.

Senator A: (Senator A raises his or her hand to gain recognition by the chair)
Chair: The chair recognizes Senator A.
Senator A: I move that <action>.
Senator B: (Senator B seconds the motion without waiting to be recognized or standing.) I second the motion.
Chair: It is moved and seconded that <action>.
(If the motion is to be discussed immediately, the chair turns toward Senator A to see if he/she wishes the floor first in debate. Senator A, if wanting to speak, should indicate so.)
Chair: The Chair recognizes Senator A.
Senator A: <explains the reason for the action> (When finished, Senator A yields the floor. Others, in turn, request to be recognized, are recognized, and speak.)

Special notes:
1. If a member who made the motion claims the floor and has not already spoken on the question, he is entitled to be recognized in preference to other members.
2. No one is entitled to the floor a second time in debate on the same motion on the same day as long as any other member who has not spoken on this motion desires the floor.
3. In cases when the chair knows that persons seeking the floor have opposite opinions on the questions (and the member to be recognized is not determined by (1) or (2) above), the chair should let the floor alternate, as far as possible, between those favoring and those opposing the measure.
4. A member who has spoken twice on a particular question on the same day has exhausted his right to debate that question for the day. A speaker is limited to five minutes.
5. Debate must be confined to the merits of the pending question.
6. Members should address only the chair or address each other through the chair. Example: “Madam Chairman, I hope that the senator who last spoke will think of the probable consequences…” or “Madam Chairman, may I ask the previous speaker to explain…”

Chair: (When debate appears to have ended, the chair makes sure that no one else wishes to speak.) Are you ready for the question?
Chair: The question is on the motion that <action>. All those in favor of the motion, say aye (or raise the right hand). ... Those opposed, say no (or raise the right hand)....
Chair: (announces the result) The ayes have it and the motion is adopted. (The chair states the resulting action, if any, to be completed because of the motion’s adoption.)
Chair: The next item of business is...
Main Motions

Original main motions - bring business before the assembly
Incidental main motions - usually made orally
  * motion to adopt, accept, or agree to a committee report which assembly directed committee to prepare (to adopt a report a committee provided on its own is a main motion)
  * motion to ratify or confirm action already taken that cannot be legal until assembly approves

Motions that bring a question again before the assembly
  * Take from the Table - resume consideration
  * Reconsider - a member who voted with the prevailing side can propose to reconsider a motion that was voted on earlier that same day because of new information or a changed situation

Requiring previous notice for majority vote; for changes in special rules/bylaws they require notice and 2/3 vote
  * Amend Something Previously Adopted - modify previously adopted motion, rule, bylaw
  * Discharge a Committee - take matter out of committee’s hand and bring it to assembly now

Secondary Motions

Subsidiary motions - assist assembly in treating or disposing of a main motion (from lowest to highest priority)

Debatable
  * Postpone Indefinitely - dispose of motion without bringing it to a direct vote
  * Amend - change wording before main motion is voted
  * Substitute - replace an entire portion of the motion with new text
  * Commit or Refer - to a committee
  * Postpone to a Certain Time - consider main motion later in meeting or at another meeting

Nondebatable
  * Limit or Extend Limits of Debate
  * Previous Question - close debate and amendment of a pending motion bringing it to immediate vote
  * Lay on the Table - lay main motion aside temporarily without setting time to resume consideration

Privileged motions - do not relate to pending business; should be allowed to interrupt anything else
  * Call for the Orders of the Day - requires agenda to be enforced unless 2/3 assembly says set aside
  * Raise a Question of Privilege - permits interruption of business to state urgent request
  * Recess - propose short intermission
  * Adjourn - propose to close meeting
  * Fix the Time to Which to Adjourn

Incidental motions - incidental to the other motion or matter out of which it arises (no particular order; incidental motions yield to privileged motions except for Division of Assembly)
  * Point of Order - requires chair to make a ruling on the question involved
  * Appeal - requires chair to submit ruling to a vote of the assembly
  * Suspend the Rules - allows something to occur that would be in violation of a rule that applies
  * Objection to the Consideration of the Question - made before debate begins, requires 2/3 to pass; applied only to original main motion
  * Division of a Question - separates two or more parts of main motion to treat each part separately
  * Consideration by Paragraph - consider each paragraph of main motion document before whole document is finally voted
  * Division of the Assembly - request to have a standing vote (does not order a count)
  * Motions Relating to Methods of Voting and the Polls - by ballot, roll call, or counted standing vote
  * Motions Relating to Nominations - specify method, close, or reopen nominations
  * Requests and Inquiries
    Responded to by Chair
    - Parliamentary Inquiry - request for the chair’s opinion
    - Point of Information - inquiry as to facts affecting the business at hand

Granted by the Assembly
  - Request for Permission to Withdraw or Modify a Motion – after it has been stated by the chair
  - Request to Read Papers
  - Request to be Excused from a Duty
  - Request for Any Other Privilege