

FACULTY SENATE MEETING AGENDA
Wednesday, September 28, 2016, 3 p.m.
Holmes Student Center Sky Room

I. CALL TO ORDER

II. ADOPTION OF AGENDA

III. APPROVAL OF THE [MINUTES](#) OF THE AUGUST 31, 2016 FS MEETING

IV. PRESIDENT’S ANNOUNCEMENTS

V. ITEMS FOR FACULTY SENATE CONSIDERATION

- A. [Parliamentary Procedure: A Primer](#) Part 2 – Ferald Bryan, Faculty Senate Parliamentarian and Professor, Department of Communication – Pages 3-22

VI. CONSENT AGENDA

VII. UNFINISHED BUSINESS

- A. Program Prioritization update – Lisa Freeman, Provost

VIII. NEW BUSINESS

IX. REPORTS FROM ADVISORY COMMITTEES

- A. FAC to IBHE – Paul Stoddard – report
- B. University Advisory Committee to the Board of Trustees – no report
Cathy Doederlein, Greg Long, Holly Nicholson,
Rebecca Shortridge, Kendall Thu, Leanne VandeCreek

X. REPORTS FROM STANDING COMMITTEES

- A. Faculty Rights and Responsibilities Committee – Katy Jaekel, Chair – no report
- B. Academic Affairs Committee – John Novak, Chair – no report
- C. Economic Status of the Profession Committee – Paul Stoddard, Chair – no report
- D. Rules, Governance and Elections Committee – Rebecca Hunt, Liaison/Spokesperson – report

- E. Resources, Space and Budget Committee – Jimmie Manning, Liaison/Spokesperson
– no report

XI. COMMENTS AND QUESTIONS FROM THE FLOOR

XII. INFORMATION ITEMS

- A. [Minutes](#), Academic Planning Council
- B. [Minutes](#), Athletic Board
- C. [Minutes](#), Baccalaureate Council
- D. [Minutes](#), Board of Trustees
- E. [Minutes](#), Campus Security and Environmental Quality Committee
- F. [Minutes](#), Comm. on the Improvement of the Undergraduate Academic Experience
- G. [Minutes](#), General Education Committee
- H. [Minutes](#), Graduate Council
- I. [Minutes](#), Graduate Council Curriculum Committee
- J. [Minutes](#), Honors Committee
- K. [Minutes](#), Operating Staff Council
- L. [Minutes](#), Supportive Professional Staff Council
- M. [Minutes](#), University Assessment Panel
- N. [Minutes](#), University Benefits Committee
- O. [Minutes](#), Univ. Comm. on Advanced and Nonteaching Educator License Programs
- P. [Minutes](#), University Committee on Initial Educator Licensure

XIII. ADJOURNMENT

A Primer on Parliamentary Procedure: *Robert's Rules*

A PRESENTATION FOR:
THE FACULTY SENATE

What are the rules Governing Organizations Like the Faculty Senate?

- The U.S. & State of Illinois Constitutions.
- The NIU Board of Trustees Bylaws and Regulations.
- The NIU Constitution and Bylaws.
- The Faculty Senate Bylaws
- “Standing Rules” already exist: Where & When meet. Etc.
- If you chose—a “Parliamentary Authority” such as *Robert’s Rules*.
[Article 4.1.2 of Faculty Senate Bylaws specify *Robert’s Rules of Order*.]
- An Organization’s Governance Document ALWAYS takes precedence over a parliamentary authority.

What is Parliamentary Procedure?

- A predetermined set of “rules” that will be used to govern the way business is conducted.
- A system of procedures that allows an organization to effectively conduct its official business.
- *Robert’s Rules* is only one of several parliamentary authorities.
- The “Official” parliamentary authority to be used by an organization should be written into the governance document.
- A designated parliamentarian is also very helpful if a dispute arises.

Why Use Parliamentary Procedure?

- Focus on one item at a time—not more than one issue will be discussed.
- Extend courtesy to everyone—all members have an opportunity to participate.
- Observe the rule of the majority—no group decision is granted without majority vote.
- Ensure the rights of the minority—all members have equal access to decision making.

First Things First: Why is an Agenda Important? [Part I]

- An Agenda is a formal listing of the business to be conducted at a meeting.
- The Agenda must be approved by the membership at the start of the meeting in order to follow it—*Robert's* still refers to the “Orders of the Day.”
- Whenever possible, an Agenda should be presented to the membership well in advance of the meeting for review.
- REMEMBER: a well-planned agenda is critical to a well run, organized meeting.

Why is an Agenda Important? [Part II] Sample Agenda

- It is up to each individual organization to adopt an order of business to be used at every meeting—often included in the Bylaws—The Faculty Senate “Order of Business” is listed in Article 4.4.1
- If no official Agenda, *Robert’s* recommends:
 1. Reading and approval of the Minutes of the previous meeting.
 2. Reports of standing committees and officers.
 3. Reports of any special committees.
 4. Special orders—guest speakers, etc.
 5. Unfinished business. [NOT, “Old Business”]
 6. New business.
 7. Adjournment.

What is the Role of Members in an Organization?

- It is the responsibility of the membership to establish and maintain effective meeting structure.
- Every member has the right and responsibility to participate in meetings and the process of parliamentary procedure.
- Members should educate themselves regarding the Constitution and Bylaws of the organization.
- REMEMBER: Strong group discussion and interaction leads to strong decisions made by the group.

How Do You Get Down to Business?

- Parliamentary procedure and the rules that govern the conducting of business is based on **motions**.
- The key to parliamentary procedure is learning and using these motions correctly during meetings.
- Do not be intimidated by the list of motions—a total of 86 in *Robert's*, but only about 20 are most commonly used.
- REMEMBER: Using parliamentary procedure correctly takes practice and effort.

How Are Motions Classified?

- Privileged Motions—do not relate to a pending question, however, they are of such great importance that they take precedence over all other questions (or motions).
- Incidental Motions—arise from another question that **is** pending and must be decided **before** the question from which they arise—that is, they are made as a result of another motion.
- Subsidiary Motions—applied to other motions for the purpose of appropriately disposing of them.

What Are Privileged Motions? [Part I]

1. **Adjourn**—allows the meeting to be officially over.

- *Should gain recognition from the Chair.

- *Second required, not debatable, not amendable, majority vote.

2. **Question of Privilege**—focuses on the rights and privileges of the organization or an individual.

- *No formal recognition needed: “I can’t hear, please speak up...”

- *No second, not debatable or amendable; no vote.

What Are Privileged Motions? [Part II]

3. Fix a Time to Adjourn—allows for a continuance of the current meeting when it is obvious the meeting will not in the allowable time frame.

“M/M President, since we will be unable to finish today’s business in the time available, I move that when we adjourn until 3:00 p.m. tomorrow.”

*Second required; not debatable or amendable; must be voted on immediately.

4. Recess—a short break or intermission in the proceedings which does not close the meeting.

* Second required; not debatable, amendable.

Privileged Motions: [Part III]

5. **Call for “Orders of the Day”**—used when the group deviates from the agenda and you would like to follow the agenda.

*No recognition needed, not debatable or amendable.

“M/M President, I call for the orders of the day.”

President asks the secretary to read the agenda. The president then asks members if there are objections to following the agenda—if there are objections, a vote must be taken and need 2/3 vote to not follow the agenda.

Incidental Motions [Part I]

6. **Point of Order**—made when a member makes a parliamentary error.

*No recognition needed.

“M/M President, I rise to a point of order.”

President asks member to state his/her point.

Member states parliamentary error; chair either agrees or disagrees.

*No second, not debatable or amendable, no vote.

7. **Appeal**—used when member believes that Chair makes a decision not in agreement with the group.

*Requires a second, is debatable but not amendable, majority vote.

Incidental Motions [Part II]

8. **Suspend the Rules**—used to deviate from the agenda or allow for special circumstances.

- *Recognition required.

- *Requires a second, is not debatable or amendable, 2/3 vote required.

9. **Division of the House**—used then a member disagrees with the vote result stated by the chair.

- *No recognition needed.

- *No second required, not debatable, or amendable, no vote.

Incidental Motions [Part III]

10. **Withdraw**—used when a member wishes to withdraw his/her motion.

*No second, not debatable or amendable, no vote.

11. **Division of the Question**—used when a member believes the motion is really two motions in one.

*Recognition required.

* Second required, not debatable, but amendable as to how the questions is divided, majority vote.

Incidental Motions [Part IV]

12. **Objection to Consideration of the Question**—allows group to avoid a motion entirely if they believe it would not be in the best interest of the group to consider it.

- *No recognition, must be made before the President restates the motion.

- *No second required, not debatable or amendable.

- *A 2/3 vote is required to pass this motion and if done so, the motion is dropped.

Subsidiary Motions [Part I]

13. **Lay on the Table**—used to postpone a decision on a motion until a future meeting.

- *Requires recognition.

- *Requires a second, not debatable or amendable, majority vote.

- *If approved, a Motion to Take from the Table is required at the later meeting; requires a second, not debatable or amendable, majority vote.

14. **Postpone Definitely**—used to remove an issue from the floor to be brought up the next stated meeting.

- *Recognition required.

- *Second required, is debatable and amendable as to time, Majority vote.

Subsidiary Motions [Part II]

15. **Previous Question**—used when a member want to end debate to vote immediately.

- *Requires recognition

- *Requires a second, not debatable or amendable, 2/3 vote required

16. **Refer to a Committee**—used to allow a committee to do more research or discuss or deliberate an issue.

- *Recognition required

- *Requires a second, is debatable and amendable, majority vote required

Subsidiary Motions [Part III]

17. **Amendment**—used to change a motion, but never the *intent* of the motion.

* Three ways to amend a motion:

- a. Addition—Adding a word or phrase.
- b. Striking out/"Subtraction"—Removing part of the motion.
- c. Substitution—removing part of the motion and inserting a new word or phrase.

*Motions can be amended only twice; require recognition, a second, are debatable and amendable, majority vote.

Subsidiary Motions [Part IV]

18. **Main Motion**—used to bring items of business to the group; can not be used if any other motion is on the floor.

- *Recognition required.

- * Second required, debatable and amendable, majority vote.

- * The Main Motion is the lowest ranking of all motions.