Point of Information

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Faculty Senate Meeting of September 21, 2018

Some Procedural Basics/Rules of Order

Background:

- The SUNY Old Westbury Faculty Senate follows basic parliamentary procedure, consistent with standard practices of the University Faculty Senate (UFS).
- The Chair of the Faculty Senate, also referred to by SUNY as the Campus Governance Leader (CGL), presides over Senate and Faculty meetings.
- The Chair has considerable discretion in meeting conduct and procedures (with occasional input from the Parliamentarian, when appropriate).

Some Procedural Basics:

- Scheduled speakers and scheduled reports have the Senate floor for the time allotted on published meeting agenda.
- An agenda item may (or may not) include time for **Q&A or comment period**. The Chair has discretion to extend agenda time (or not) for Q&A or comment period.
- Senators are normally expected to allow scheduled speakers to **conclude their remarks** or reports before any Q&A or comment period.
- A Senator raising a "**Point of Information**" may interrupt a scheduled speaker to **seek clarification** – or to provide clarification – of a specific point. This is not considered an infraction of Order.

Order during Q&A or comment period:

- Persons with questions or comments should **raise their hand** to be recognized. Such persons will normally be **recognized** by the Chair **in sequence** of hands raised. (The Chair may defer to the scheduled speaker to conduct the Q&A.)
- A Senator may **"yield time"** to a person having a question or comment who is a **visitor** to the Senate, and who raised their hand to be recognized.
- The Chair may also ask that a Senator please yield time to a non-Senator– so that the visitor may have the floor.

Consideration of Resolutions (some basics):

- Resolutions are typically presented to the Senate under **New Business**, then debated and acted upon in a subsequent meeting as **Old Business.** This provides opportunity for Senators to discuss Resolutions with colleagues and constituency groups.

(Consideration of Resolutions: continued on reverse side)

Consideration of Resolutions (some basics, continued):

- Resolutions are typically presented to the Senate under **New Business**, then debated and acted upon in a subsequent meeting as **Old Business.** This provides opportunity for Senators to discuss Resolutions with colleagues and constituency groups.

- If a Resolution deals with **time-sensitive** matter(s), the Chair has discretion to allow the Resolution presentation/discussion/debate and action in a single session.

- Resolutions are normally read into the record by sponsor(s). The Chair may allow a summary instead of complete reading of Resolution when text is lengthy.

- Resolutions need a **Second** in order to open floor to **debate**. The Chair is responsible for conducting debate (with possible occasional input from Parliamentarian).

- Senators will argue **For or Against** the Resolution or motion on the floor. Extraneous commentary, speaking out of turn, or lack of courtesy may be ruled "**Out of Order**".

- During debate, **the Chair will recognize speakers** per basic rules of Order previously described (under Q&A/comment period). The Chair has discretion to limit speaker(s) to an allotted time, especially when many are in queue waiting to speak.

- **Amendments** to a Resolution or motion on the floor must be considered **prior** to action on body of Resolution. Amendments/motions need a **Second** to be considered.

- During debate, when considering amendments and related motions, it may be appropriate for most recent amendment proposed to be the first amendment disposed. The body of a Resolution may also be **divided or considered by paragraph**.

Voting (a few basics):

- The Chair has discretion when to move to a vote. The Chair may sometimes ask for an informal "Sense of the Senate" to determine if unanimous consent is feasible.

- A Senator may seek to end debate by "**Calling the Question**". In this instance, the Senate will vote *whether or not* to end debate on the motion or matter on the floor. "Yes" vote on "Calling the Question" will **end debate;** the Chair will then move to a vote on the motion or matter on the floor. "No" vote will **continue debate**.

- Voting on a Resolution, amendment or motion is in the form of **Yes, No or Abstain;** voting may be by **voice** or **hand count**. *Ex officio* members of Senate do not vote. Voting by paper ballot (confidential) may also possibly be requested by Senator(s), as provided for under the Bylaws.

- In addition to voting **whether or not to approve** a Resolution or motion on the floor, a motion or agenda item may also be **Withdrawn** (e.g., for modification); **Referred** or Recommitted to committee; **Tabled** to suspend temporarily consideration/action; or **Postponed** to a specific time.