**Point of Information: Basic Rules of Order**

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**Faculty Senate Meeting of September 21, 2018**

**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: please see reverse side)**

**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.
* If a Resolution deals with **time-sensitive** matter(s), the Chair has discretion to allow the Resolution presentation, debate and action in 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 motions must be **seconded** in order to open the floor to debate.
* The Chair is responsible for conducting the **discussion/debate** (with occasional input from the Parliamentarian, when appropriate).
* Senators will argue “**For or Against”** the Resolution 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 described above (re. 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.
* Any **Amendments** to a Resolution on the floor must be acted upon **prior** to action on the main Resolution. Amendments and related motions must be **seconded** in order to be discussed**/**debated.
* Actions on Amendments and related motions are **sequenced in reverse** (per LIFO: last amendment to be proposed is first amendment to be disposed).

**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 a motion or matter on the floor. “Yes” vote on “Calling the Question” will **end debate,** and the Chair will then move to a vote on the motion or matter on the floor. “No” vote will **continue debate**.
* Voting on Amendments and Resolution is in the form of **Yes, No or Abstain, and** may be by **voice** vote or **hand count**. Ex officio members of the Senate do not vote.
* Voting by paper ballot (confidential) may possibly be requested by Senator(s), normally in advance of a scheduled vote.