

Introduction to Parliamentary Procedure

AY 2022-2023 Faculty Senate
Florida Gulf Coast University



Role of Faculty Senate

- To take **action** on academic policy and shared governance matters.
- To provide **faculty feedback** to university committees who request it for their own initiatives.
- To **inform** our constituents about current university happenings.



Zoom!

- No Zoom Bombing, 😊 .
- Please do not share Zoom information.
- We will be “**raising hands**” virtually.
- Order of speakers for questions will be monitored by the parliamentarian. Keep an eye on “**Chat**”
- Whenever possible, everyone in the room will be notified of the next speaker by the parliamentarian.
- If you have a question or inquiry, please send a message via “**Private**” chat feature.





“The Great Eye” is always watching: Order of speakers, etiquette (virtual or otherwise), etc.

Follow up questions will be moved to the end of the queue.

I can ask a question on your behalf if you do not prefer to, please send a direct message or simply put your question in the chat

No one left behind!

We can always extend time to make your voices heard.

Agenda Items

- There are three main categories of agenda items: standing reports, information items, and action items.
- Each item is allotted 15 minutes on the agenda. Time may be extended with appropriate motions (within reason).



Standing Reports

- **Standing Reports** are provided each meeting by the Senate president, Academic Affairs, Student Government, United Faculty of Florida, and Staff Advisory Council.



Information Items

- **Information items** are points of business that require feedback from Senate, but **no action**. Documents are provided beforehand, and Senators may gain feedback from constituents. These topics are discussed during one meeting.
- Meeting time is spent receiving **background on the issue from guests, providing feedback, and asking questions**. Debate is typically not necessary as these are not action items.
- Once the conversation is complete, senators may update their constituents about the issue.
- Please remember that guests bringing forth information items have **specifically requested Senate feedback** on their topics.



Action Items

- **Action items** require the Senate to perform, usually, some sort of approval action, typically on a document, policy, or resolution.
- **Action items** are discussed during two meetings.



Action Items and Business Types

When listed under New business: **Action Items** return for the next meeting as Old Business and require voting action.

No debate occurs on a voting action without an active motion on the floor, most commonly:

Accept the document/policy/resolution, which can be voted up or down.

Send document/policy/resolution back to home committee with love and respect for revision and resubmission.

Motions can be modified by Senators.

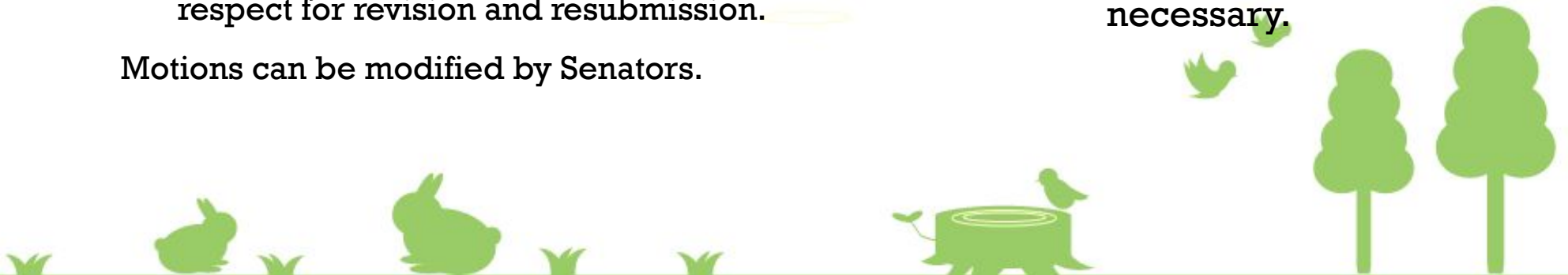
REMEMBER:

Action Item New Business (1st) = **discussion**

Action Item Old Business (2nd) = **motion, debate, vote**

All discussion is relevant to the pending motion.

Time extensions are only used if necessary.



Questions, Discussion, and Debate

- Senators wishing to speak must be recognized by the chair or guest.
- Senators then state their names for the record, and then ask a question or make a comment.
- Senators are allowed one follow-up question or comment per recognition.
- A senator may not be recognized again until everyone else who wishes to speak has had the opportunity.
- Once senator discussion concludes, comments may be taken from the gallery.



Voting

One senator = 1 vote (raised hand)

- A senator or alternate may **not** represent more than one other senator as a proxy (we only have two hands with which to vote).
- A senator may proxy for another and cast two votes (two raised hands).
- A senator may be represented by an alternate, and the alternate may cast one vote (one raised hand).



Points of Order

- A Point of Order, Parliamentary Inquiry, or Make Follow Rules motion can be employed when (*but not limited to*) :
 - A speaker is interrupted, or a comment is made without chair or guest recognition
 - An action item is debated without an active motion
 - A discussion or debate has moved off-topic
 - A speaker has exceeded the question/comment and follow up limit
 - A voting sequence is done out of order

Parliamentary interjections are not personal criticisms.



Resources

- Parliamentary procedure is governed by [Robert's Rules of Order Newly Revised](#). Senate practice is governed by the [FGCU Faculty Governance Document](#) (a.k.a “bylaws”)
- See handout for instruction on how motions work, voting thresholds, and the like.
- Each time we begin an uncommon parliamentary procedure, I will provide a quick intro to how it works.
- Bylaws available on front page of Faculty Senate website:

<https://fgcu.edu/facultysenate>

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Questions?

