

Parliamentary Overview for the ECU Faculty Senate

The Faculty Senate of East Carolina University follows Robert's Rules of Order, Newly Revised, currently using the 10th edition, published by Perseus Publishing (ISBN #0-7382-0384-X). The 704-page text is available for purchase through bookstores, but many websites contain summaries of the most common procedures and practices of these parliamentary rules.

Why use a set of rules in the Faculty Senate?

Robert's Rules provides organizations like the Faculty Senate a set of rules for conduct at meetings, all in an effort to allow everyone to be heard and to make decisions without confusion.

What else governs the meetings of the Faculty Senate?

Appendix A of the ECU Faculty Manual contains the Faculty Constitution and By-Laws of our Faculty Senate. These documents describe the organization of the senate, elections, and the order of agenda. When there is no specified "rule" within these documents, Robert's Rules prevail.

What should senators do to prepare for the Faculty Senate meetings?

Each senator and alternate will receive a notice that the Faculty Senate agenda is available via e-mail and on the Faculty Senate website. Senators need to print the entire agenda, all attachments, and then review the documents to familiarize themselves with the content and issues before each meeting. Talking to other faculty members in a unit is a good way to find out the ideas on key issues that are relative to each unit.

Do senators have to stand up if they want to speak?

The Chair of the Faculty will recognize all speakers and will call them by name (be sure your name is clearly displayed in front of you at the table). It is especially helpful for senators who wish to speak during a senate meeting to stand, state their name, state their academic unit, and then make their point. The Secretary records these comments in the minutes of the meeting. It is important that persons are credited with their own comments if those ideas are included in the meeting minutes.

What do senators call each other during senate meetings?

The generic term "professor" is usually used as a title for all senators. For administrators with titles, it is appropriate to use that title.

What do I need to know about parliamentary procedure if I'm serving as a faculty senator?

There are some basic points of parliamentary procedure that are most critical: making a motion, waiting for a motion to be seconded, debating a motion, and voting on the motion. A good review of basic motions is available on the following website:

<http://www.jimslaughter.com/robertsrules.htm>. The following websites offer summaries and overviews of parliamentary procedures and may be helpful tools. The deciding factor, though, are the strictest interpretations of the stated Robert's Rules. It is the responsibility of the Parliamentarian to make those interpretations and to advise the Chair during the actual meetings.

<http://www.robertsrules.org/>

<http://www.rulesonline.com/>

<http://www.robertsrules.com/>

<http://www.jimslaughter.com/pdf/ROBERTS10thpobox.pdf>

Parliamentary Motions Guide

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

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Incidental Motions - no order of precedence. Arise incidentally and decided immediately.

YOU WANT TO:	YOU SAY:	INTERRUPT	2ND?	DEBATE?	AMEND?	VOTE?
§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33 Request for information	Point of information	Yes	No	No	No	None

Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 maj. w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority