

Faculty Senate At-A-Glance

- **Faculty Senate Mission:** To represent faculty concerns and interests to the administration and institutional agencies, to participate in our institutional governance, and advocate for faculty rights and well-being.
- **Role of Faculty:** Any member of the faculty may present any problem or suggestion to the Faculty Senate for its consideration, provided the member notifies the Senate President at least one week before the meeting at which he/she would like to appear.
- **Role of Senators:** To gather input and feedback from, advocate for, and vote on behalf of, their faculty constituent groups.

Standing Committees of Senate

Committee	Duties/Areas of Focus	Chair
Executive Committee	Coordinate the business to come before the senate	Jessica Wildman
Academic Policies Committee	Policies of an academic nature that pertain to students (e.g., recruitment, attendance, academic conduct)	OPEN POSITION
Administrative Policies Committee	Policies that relate to the employment conditions of the faculty (e.g., workloads, contracts, promotions)	Mehmet Kaya
Excellence Awards Committee	Recognizing outstanding faculty in the areas of teaching, research, and service	David Wilder
Welfare Committee	Policies that affect faculty welfare and morale (e.g., benefits, raises, work conditions)	Marshall Jones
Scholarship Committee	Administration of the senate's scholarship program	Alan Brown
TRI Committee	Issues that relate to technology, resources, and infrastructure (e.g., IT, learning management systems)	William Bowman

Robert's Rules Cheat Sheet

Action	Description	Example Wording	Need second?	Can discuss?	Can amend?
Introduce a Main Motion	Propose a statement, decision, or action*	I move ...	Yes	Yes	Yes
Amend	Change a motion currently under consideration	I move to amend the motion on the floor such that...	Yes	Yes	Yes
Table	Postpone business until later time	I move to table this until X time	Yes	Yes	No
Take Up	Bring a previously tabled item back to the floor	I move to take from the table...			
Commit	Send business to a committee for further research or action	I move that we refer the matter to X committee for ...	Yes	Yes	No
End Debate	Call to end debate and move immediately to vote	I call the question (on the motion on the floor)	Yes	Yes	No
Point of Order	Objection to the procedure or process being taken	Point of order (the speaker is not addressing the motion on the floor, but how these Rules apply to the discussion of it)	No	No	No
Point of Clarification	Request for information	Point of clarification, could you explain what you mean by... or the reasons for ...	No	No	No
Suspension of Robert's Rules	Propose to temporarily suspend the Rules when a matter needs in-depth discussion before a sound motion can be formulated	I move to suspend Robert's Rules ... I move to reinstate Robert's Rules ...	Yes	Yes	No

*Note: Motions presented by the Senate's Executive Committee, a Standing Committee, or an appointed group (e.g., a Task Force) are usually considered *Privileged Motions*, and do not need a second, but can be discussed and amended.

Voting Options/Procedures:

- Vote by voice (non-secret, e.g., ask for aye/yea, nay, and abstain)
- Vote by ballot (secret or non-secret, notably when print votes are needed for verification, e.g., elections)
- Vote by unanimous consent (i.e., Are there any objections? Seeing none, the motion carries)