

Resolution on the minutes of meetings of the Faculty Senate

For consideration on December 5, 2022.

“The Faculty Senate resolves that its minutes shall comply with all requirements of Roberts Rules [henceforth RR] (§48, 12th ed.).

The Senate also acknowledges the general guidance in RR (§48.2): “In an ordinary society, the minutes should contain mainly a record of what was *done* at the meeting, not what was *said* by the members.”

The Senate resolves that implementation of this guidance should respect the following general principles:

- 1) For controversial or major issues, it is appropriate, for the purposes of transparency and informing the General Faculty, to add detail beyond the minimum requirements of RR.
- 2) Such details should typically constitute at most half of the total text of the minutes and may include: major points that arose in discussion; the names of Senators leading the advocacy for those points; substantive motions made and later withdrawn; significant comments by visitors who are not members of the Senate, brief summaries of substantial presentations; etc.
- 3) In specific cases, the Senate as a whole has broad discretion over what is included in the minutes, beyond the minimum required by RR. This discretion, which should typically be exercised through unanimous consent or adopted motions, could include requiring that: (a) particular points or positions, possibly including named advocates for those points or positions, be mentioned in the minutes; (b) a particular speaker’s verbatim comments be included within the text or as an appendix to the minutes; (c) specific points from discussion, or other items beyond those required by RR, *not* appear in the minutes.
- 4) The Senate may give such guidance concerning the prospective minutes for a meeting in progress, including concerning an agenda item that has just been completed, or later when minutes for a past meeting are discussed or adopted.
- 5) In cases where there is no roll call vote on a specific motion, special consideration should be given to Senators who request that the minutes note their support of, or opposition to, that motion. Whether such requests are honored is, however, ultimately a decision for the Senate as a whole.

If a recording of a Senate meeting is to be preserved and made available to the General Faculty, then the minutes should include information about how to access that recording.”