

University of Arizona Faculty Senate Business Meetings: Guidance for Senators and Attendees

1. Who is eligible to participate in the Senate Business Meeting?

- a. The voting members of Senate are the only members eligible to participate. [Article VIII Section 2.](#)
- b. Invited guests may present and participate in question and answer sessions but they may not vote or raise agenda items.
- c. The public may attend but will not be recognized and may not participate in voting or discussions.

2. Who sets the Senate agenda?

- a. [Senate Officers](#) and [Senate Executive Committee](#), who are collectively influenced by:
 - i. University, Senate, General Faculty Standing Committees
 - ii. Senators (inclusive of student and staff leaders with Senate seats)
 - iii. [General Faculty](#) Constituents
 - iv. Administrators

3. How is Senate governed?

- a. The Presiding Officer of the Senate is the Vice Chair of the Faculty. [Article VII, Section 3](#)
- b. [Constitution](#) and [Bylaws](#) of the General Faculty of the University of Arizona; [Robert's Rules Newly Revised](#); [Arizona Open Meetings Law](#)

4. How can you influence the Senate agenda?

OUTSIDE of the Senate meeting:

- a. **Senators:** Contact the Chair, Vice Chair, and/or Secretary of the Faculty to raise issues / potential agenda items ahead of the Senate meeting
 - i. **Email us, call / zoom with us, or drop by Faculty Senate office hours**
[Tuesdays / 4:00-5:00 p.m. / <https://arizona.zoom.us/j/94767916308>]
- b. **All others:** reach out to your Senators, or directly to the Faculty Officers

DURING the Senate meeting:

- c. **Senators:**
 - i. Respond to call for new business at meeting outset
 - ii. Participate in discussions
 - iii. Vote [[Article III, Section 4](#) and below]
- d. **All others:** only voting members of Senate may participate during meetings

MEMBERSHIP & VOTING

Constitution. Article VII. The Faculty Senate

Section 2. Membership The voting members of the Faculty Senate shall be comprised of the following:

- a. **Elected members:** Elected members of the Faculty Senate will hold office for two years, beginning on June 1 of the year in which they are elected.
- b. **Ex officio voting members:** The President of the University, the Provost, the Chair of the Faculty, the Vice Chair of the Faculty, the Secretary of the Faculty, the chair of the Strategic Planning and Budget Advisory Committee, the chair of the Undergraduate Council, the chair of the Graduate Council, and the chair of the Committee of Eleven (when the chair is not an elected member of Faculty Senate) shall be voting members of the Faculty Senate. In addition, one member shall represent the Vice Presidents, and one member shall represent the Deans.

Section 3. Method of Voting

At meetings of the Faculty Senate voting shall be by viva voce, by a show of hands, by a rising vote, or by ballot as decided by whoever is presiding over the meeting at the time of the vote. Upon request of seven or more members of the Faculty Senate, the vote shall be taken by roll call. Such recorded vote shall be included in the minutes of the Faculty Senate which are distributed to all members of the General Faculty. It shall, however, always be in order to move to vote by ballot. An absent member may send a substitute who shall not vote.

In all matters not provided for in the Bylaws of the General Faculty of the University of Arizona, the rules contained in the latest edition of *Robert's Rules of Order, Newly Revised*, shall govern.

ROBERT'S RULES (ABBREVIATED GUIDANCE RELATED TO MOTIONS)

How the Motion is Brought Before the Assembly

1. The member makes the motion: I move that (or "to") ... and resumes his seat.
2. Another member seconds the motion: I second the motion or I second it or second.
3. The chair states the motion: It is moved and seconded that ... Are you ready for the question?

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

Debating Motions

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

To	Say	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	Yes	No	No	Majority
Recess	"I move that we recess until ..."	Yes	No	Yes	Majority
Complain about noise, room temp, etc	"Point of privilege"	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	Yes	No	No	Majority
End debate	"I move the previous question"	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until ..."	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by ..."	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that ..."	Yes	Yes	Yes	Majority