

## Meeting Rules of the Texas A&M University—Kingsville Faculty Senate

---

*Listen to each member, focus on issues, avoid questioning motives, and be polite. Take turns speaking, and wait until all others have the chance to speak before speaking a second time on an issue. Obtain recognition from the Chair before speaking.*

**Order of Business:** The Executive Committee meets one week prior to each regular Senate meeting to consider submitted business items and make the meeting agenda. The meeting agenda follows an established fixed order.

### ***I. Quorum Call/Call to Order \****

- 3:30pm on the first Tuesday of the month.
- A quorum is at least 2/3 of the senators.
- The meeting can't come to order without a quorum.
- Business (anything requiring a vote) conducted in the absence of a quorum is null and void.

### ***II. Approval of Minutes\****

- The Secretary's draft minutes from the previous meeting are emailed out to the Senate in the week prior to the meeting—read them before attending.
- Quickly propose corrections.
- Minutes are a record of what was done at the meeting, and don't have to include everything that was said at the meeting.

### ***III. Presentations \****

- Provost (or representative) reports/presents.
- Other presentations may be requested or consented to by the Senate President and the Executive Committee.
- A short time may be allowed for questions.

### ***IV. Report of Officers \****

- Senate President reports on meetings with the President, Provost, and Executive Committee.
- Senate President reports, as needed, on other meetings and actions.
- Other officers may be asked to report.

### ***V. Old Business***

- The agenda contains items of business previously presented for further Senate action.

### ***VI. Standing Committee Reports \****

- Resolution & By-laws/Handbook Committee
- Committee on Committees
- Elections Committee.

---

***\* During approval of minutes, reports/presentations, and announcements, it is appropriate to ask for clarification, but not to introduce new business. Privileged motions are always allowed.***

## Meeting Rules of the Texas A&M University—Kingsville Faculty Senate

---

### **VII. Reports from Committees Reporting to the Senate \***

- Various committees may be scheduled to report.
- Written reports may be received by the Senate.
- It's not appropriate to vote on reports.

### **VIII. Task Force Reports \***

- Senate task forces may be scheduled to report.
- Written reports may be received by the Senate.
- It's not appropriate to vote on reports.

### **IX. New Business**

- The agenda contains new business items that have been submitted to the Executive Committee.
- Full text drafts of major motions and resolutions must be sent out to the Senate one week prior to the meeting in which they will be presented.
- According to our constitution (III.5), resolutions, position papers, amendments (to the constitution or handbook), and proposals *seeking to establish policy or action on behalf of the Senate or the General Faculty* must be processed through the Resolution & By-laws Committee, which forwards them to the Executive Committee for inclusion on the agenda and advanced distribution to the Senate.
- Procedures developed by the Faculty Senate in 2011 for proposed amendments to the Faculty Handbook:
  - i.* Written requests and justification are submitted to the Faculty Senate President, by November 1<sup>st</sup>, or the first working day in November.
  - ii.* The Executive Committee will convene a special meeting in late fall semester to discuss the written requests and recommend presentation to the Senate.
  - iii.* Recommended proposed amendments are presented to the Senate in the spring semester for approval and subsequent implementation.
- Senators may introduce new business items for discussion and disposition (referral to committee or task-force, or action by Senate President).

### **X. Announcements \***

- Announcements are made by the Senate President.
- The Senate President may ask if other Senators have announcements.
- If you have an important announcement, ask to have it on the agenda.

### **XI. Adjournment**

- The meeting is adjourned by a motion, which may be suggested by the Chair.

---

**\* During approval of minutes, reports/presentations, and announcements, it is appropriate to ask for clarification, but not to introduce new business.  
Privileged motions are always allowed.**

## Meeting Rules of the Texas A&M University—Kingsville Faculty Senate

---

*Listen to each member, focus on issues, avoid questioning motives, and be polite. Take turns speaking, and wait until all others have the chance to speak before speaking a second time on an issue. Obtain recognition from the Chair before speaking.*

### Procedure for handling main motions:

1. After recognition by the Chair, you have the floor, and you state your motion.
2. Another member seconds.
3. The Chair acknowledges the motion and the second, restates the motion, and asks if we are ready for the question.
4. Debate/discussion:
  - a. Members can debate (discuss, consider) the motion.
    - i. Members can propose amendments to the motion, which must be voted on before debate/discussion on the motion resumes.
    - ii. Other incidental and privileged motions will be handled as they are brought.
  - b. The member bringing the motion speaks first.
  - c. Wait for recognition from the Chair before speaking.
  - d. Wait till any other members who want to speak have done so before asking to speak again.
  - e. Debate/discussion must be confined to the merits of the motion.
  - f. Debate can be closed by a 2/3 vote of the assembly, or by the Chair if no one else seeks the floor to speak on it.
5. The Chair asks if we are ready “for the question” (ready to vote).
6. The Chair restates the motion, and calls for a vote.
7. The Chair announces the result of the vote.

### The difference between “tabling” and “postponing” a motion:

#### *“Lay on the table”*

- Enables the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen.
- No time is set to resume the matter.
- A motion is required to take it up off the table and resume. This needs to happen before the end of the next scheduled meeting or the motion dies.

#### *“Postpone to a certain time”*

- Action on a pending question can be put off to a definite date/meeting/time or until after a future event.
- At that time, it should be automatically put on the agenda and taken up again.

#### *“Postpone indefinitely”*

- The assembly declines to take a position on the motion, and the motion is killed.
- To resurrect it requires a new motion in another meeting.

---

*\* During approval of minutes, reports/presentations, and announcements, it is appropriate to ask for clarification, but not to introduce new business.  
Privileged motions are always allowed.*

**Robert's Rules Cheat Sheet for TAMU-K Faculty Senate:**  
*A (partial) list of useful motions and points.*

The following ranked motions and points are listed in order of precedence. When another motion, point, or question is pending, only those above it in this list can be raised. **No motion or point can be raised in response to a privileged motion.**

<b>PRIVILEGED MOTIONS</b>						
<b><i>If you want to:</i></b>	<b><i>Say:</i></b>	<b><i>Interrupt Speaker?</i></b>	<b><i>Second needed?</i></b>	<b><i>Debatable?</i></b>	<b><i>Amendable?</i></b>	<b><i>Vote? (≥)</i></b>
Adjourn.	"I move that we adjourn."	No	Yes	No	No	Majority
Recess.	"I move to recess until..."	No	Yes	No	Yes	Majority
Address noise level, personal comfort, etc.	"Point of privilege." (The Chair asks for your point.)	Yes	No	No	No	Chair addresses
Get the meeting back on the agenda.	"I call for orders of the day."	Yes	No	No	No	Chair addresses
<b>MOTIONS</b>						
<b><i>If you want to:</i></b>	<b><i>Say:</i></b>	<b><i>Interrupt Speaker?</i></b>	<b><i>Second needed?</i></b>	<b><i>Debatable?</i></b>	<b><i>Amendable?</i></b>	<b><i>Vote? (≥)</i></b>
Suspend consideration of a motion (table it).	"I move to table the motion." (motion is required to take from)	No	Yes	No	No	Majority
END discussion on a motion and VOTE, even if the Chair has not ended it.	"I move the previous question."	No	Yes	No	No	2/3
Limit or extend limits of debate.	"I move we limit/extend limits of debate to..."	No	Yes	No	Yes	2/3
Postpone to a certain time.	"I move we postpone this item until..."	No	Yes	Yes	Yes	Majority
Refer to a committee.	"I move we refer this matter to a committee of..."	No	Yes	Yes	Yes	Majority
Change the wording of a motion.	"I move to amend the motion by...(adding/deleting/changing)"	No	Yes	Yes	Yes	Majority
Postpone indefinitely (kill a motion for this session).	"I move to postpone this motion indefinitely."	No	Yes	Yes	No	Majority
Introduce business (primary motion).	"I move that..."	No	Yes	Yes	Yes	Majority

**Robert's Rules Cheat Sheet for TAMU-K Faculty Senate:**  
*A (partial) list of useful motions and points.*

The following motions and points have no order of precedence, and may be introduced any time except in response to Privileged Motions.

<b>INCIDENTAL MOTIONS</b>						
<b><i>If you want to:</i></b>	<b><i>Say:</i></b>	<b><i>Interrupt Speaker?</i></b>	<b><i>Second needed?</i></b>	<b><i>Debatable?</i></b>	<b><i>Amendable?</i></b>	<b><i>Vote? (≥)</i></b>
Request information or get clarification.	"Point of information/inquiry." (The Chair acknowledges)	Yes	No	No	No	Chair addresses
Object to procedure or personal affront.	"Point of order"	Yes	No	No	No	Chair addresses
Appeal and vote on a decision by the chair.	"I appeal from the Chair's decision to/on..."	Yes	Yes	Yes	No	Majority
Object to considering something.	"I object to consideration of this motion." (must be moved before debate on the motion begins)	Yes	No	No	No	2/3
Consider something out of its scheduled order.	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Verify the vote count.	"I call for a division of the house." (must happen before a new motion)	Yes	No	No	No	Chair addresses
<b>BRING-BACK MOTIONS</b>						
<b><i>If you want to:</i></b>	<b><i>Say:</i></b>	<b><i>Interrupt Speaker?</i></b>	<b><i>Second needed?</i></b>	<b><i>Debatable?</i></b>	<b><i>Amendable?</i></b>	<b><i>Vote? (≥)</i></b>
Repeal/annul a motion that passed before.	"I move we rescind the motion to..." (used in a later session)	No	Yes	Yes	Yes	2/3 or majority w/notice
Amend something previously adopted.	"I move we amend the motion...to say..."	No	Yes	Yes	Yes	2/3 or majority w/notice
Resurrect a tabled item and continue where you left off.	"I move we take from the table..." (must be done by the end of the next session)	No	Yes	No	No	Majority