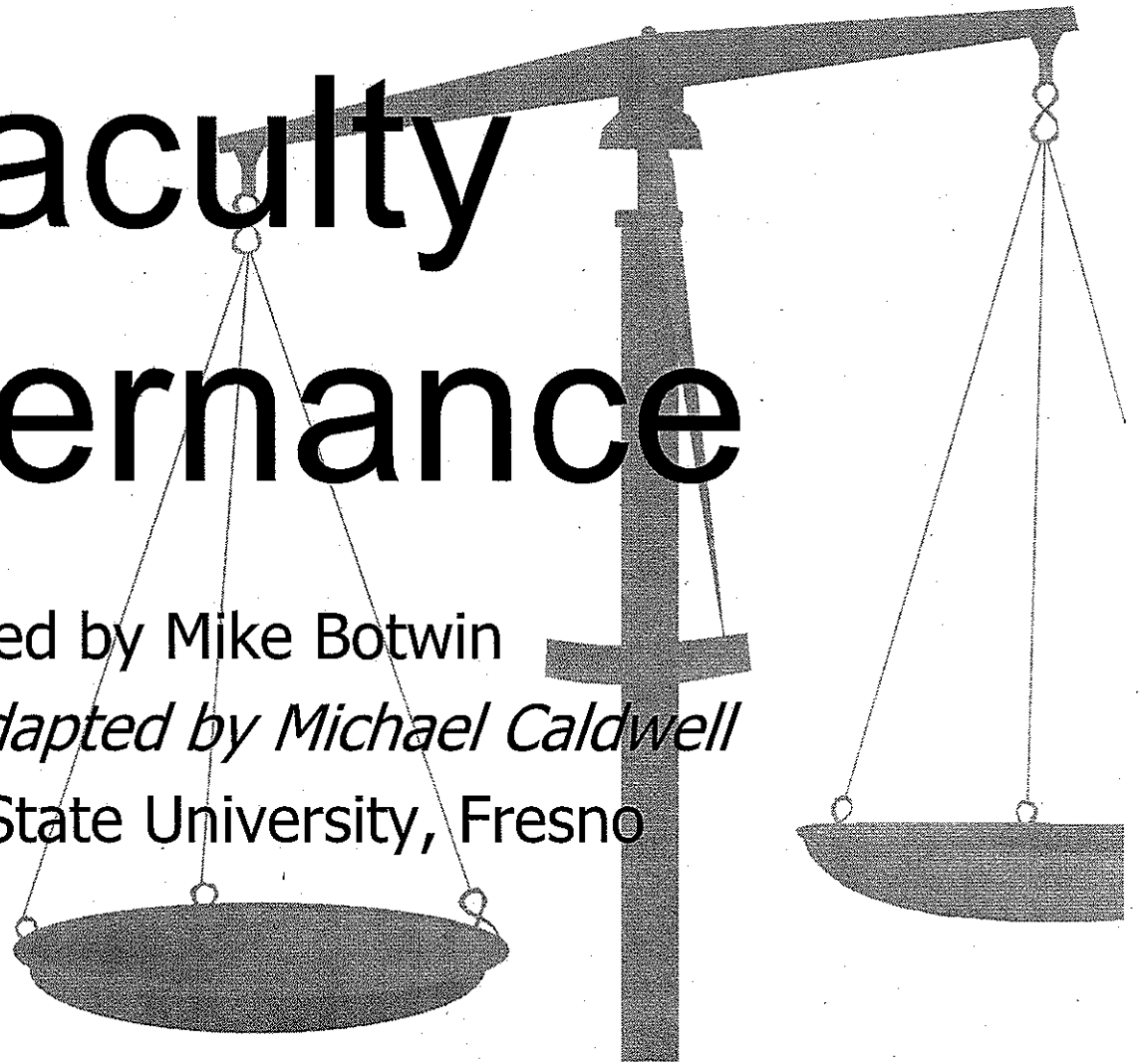


Reminders on Faculty Governance

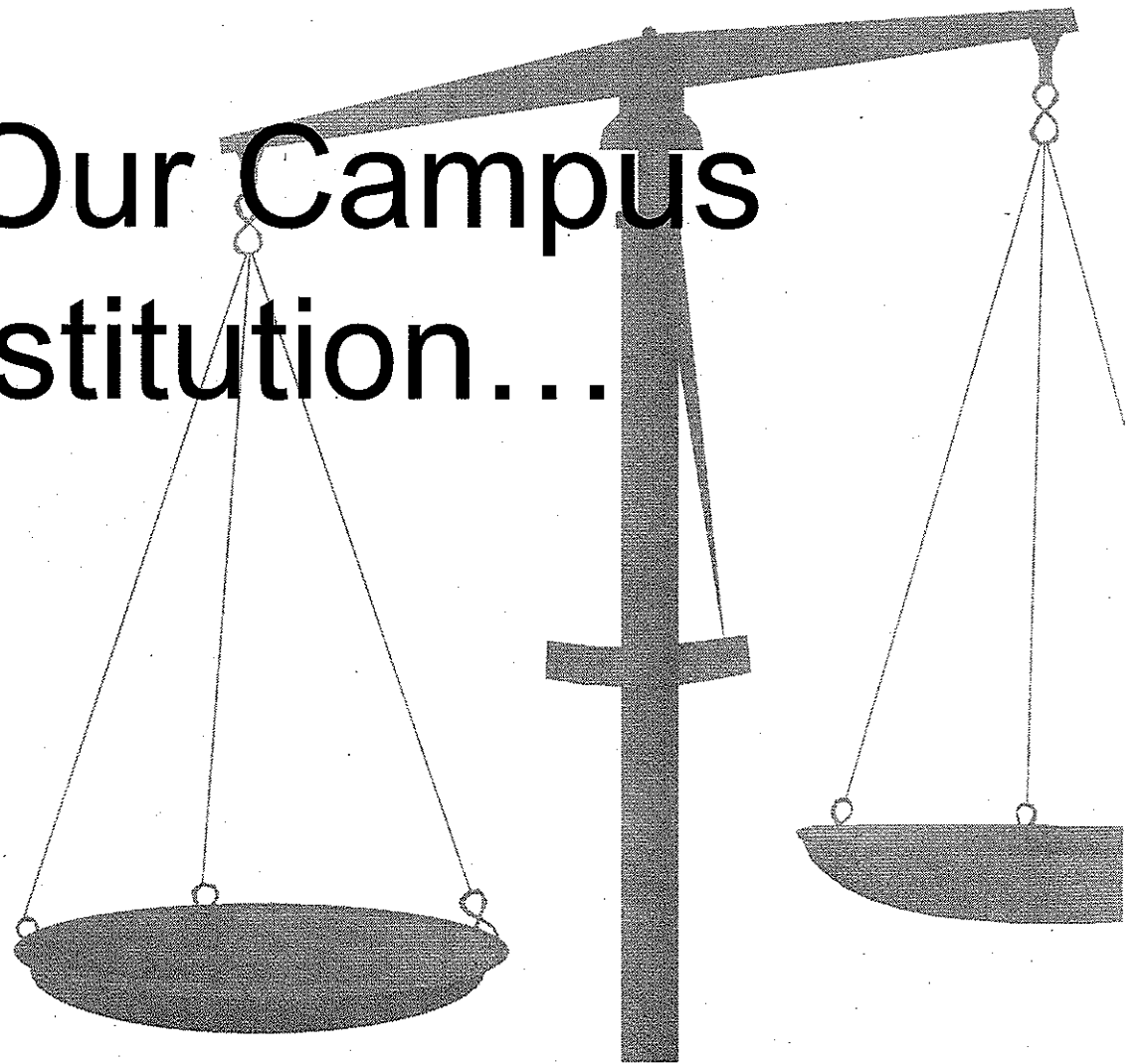
Created by Mike Botwin

Edited and Adapted by Michael Caldwell

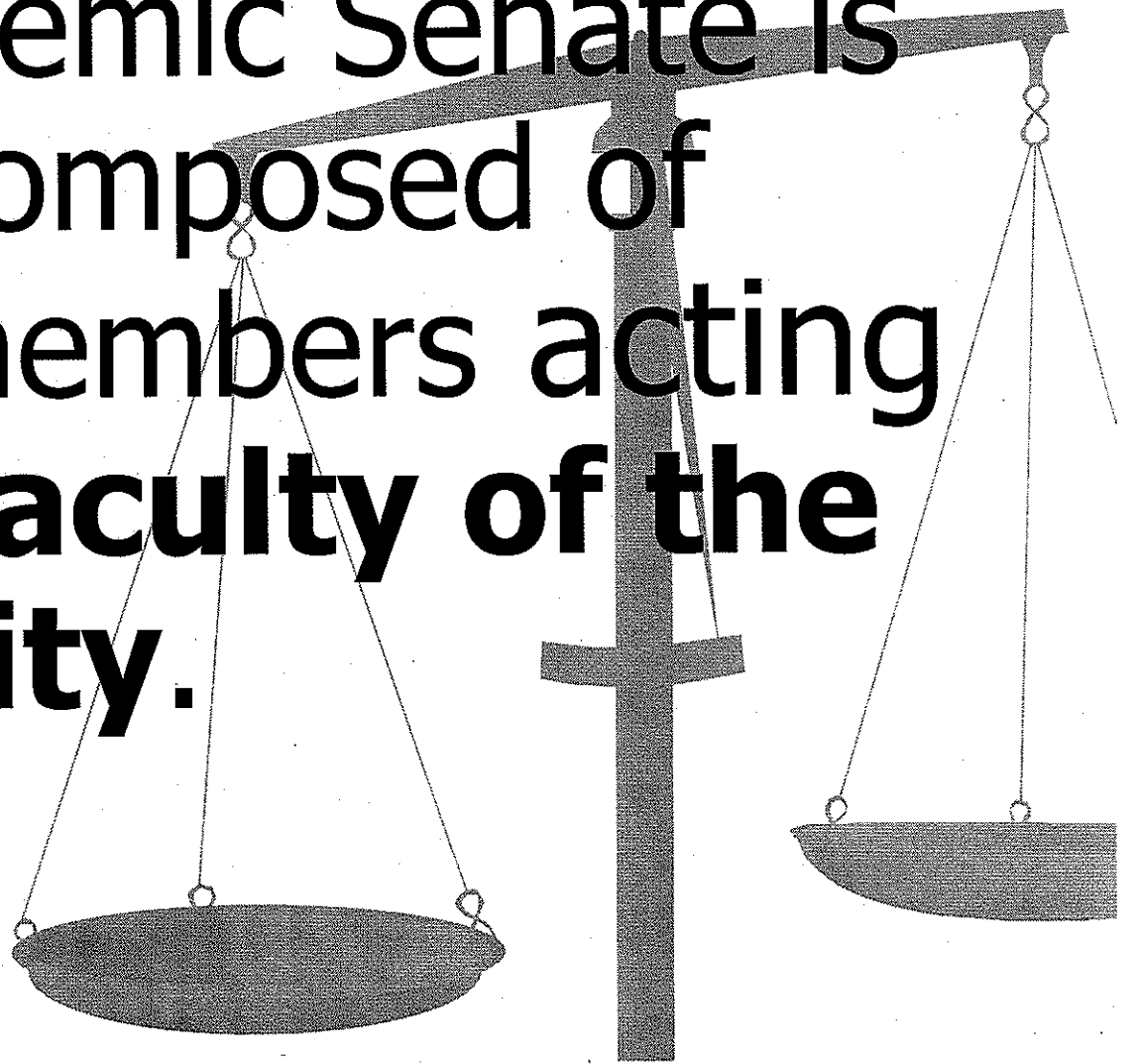
California State University, Fresno



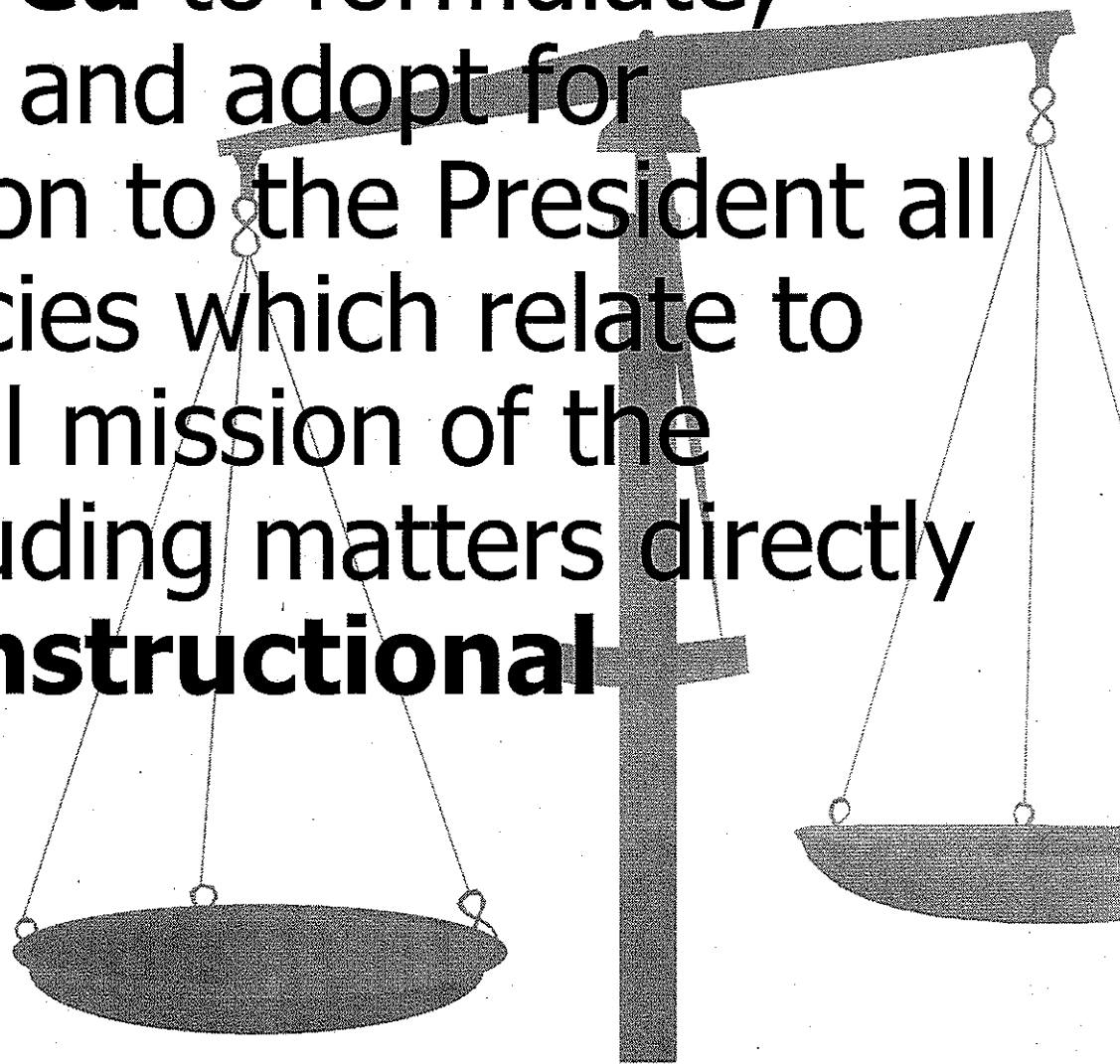
From Our Campus Constitution....



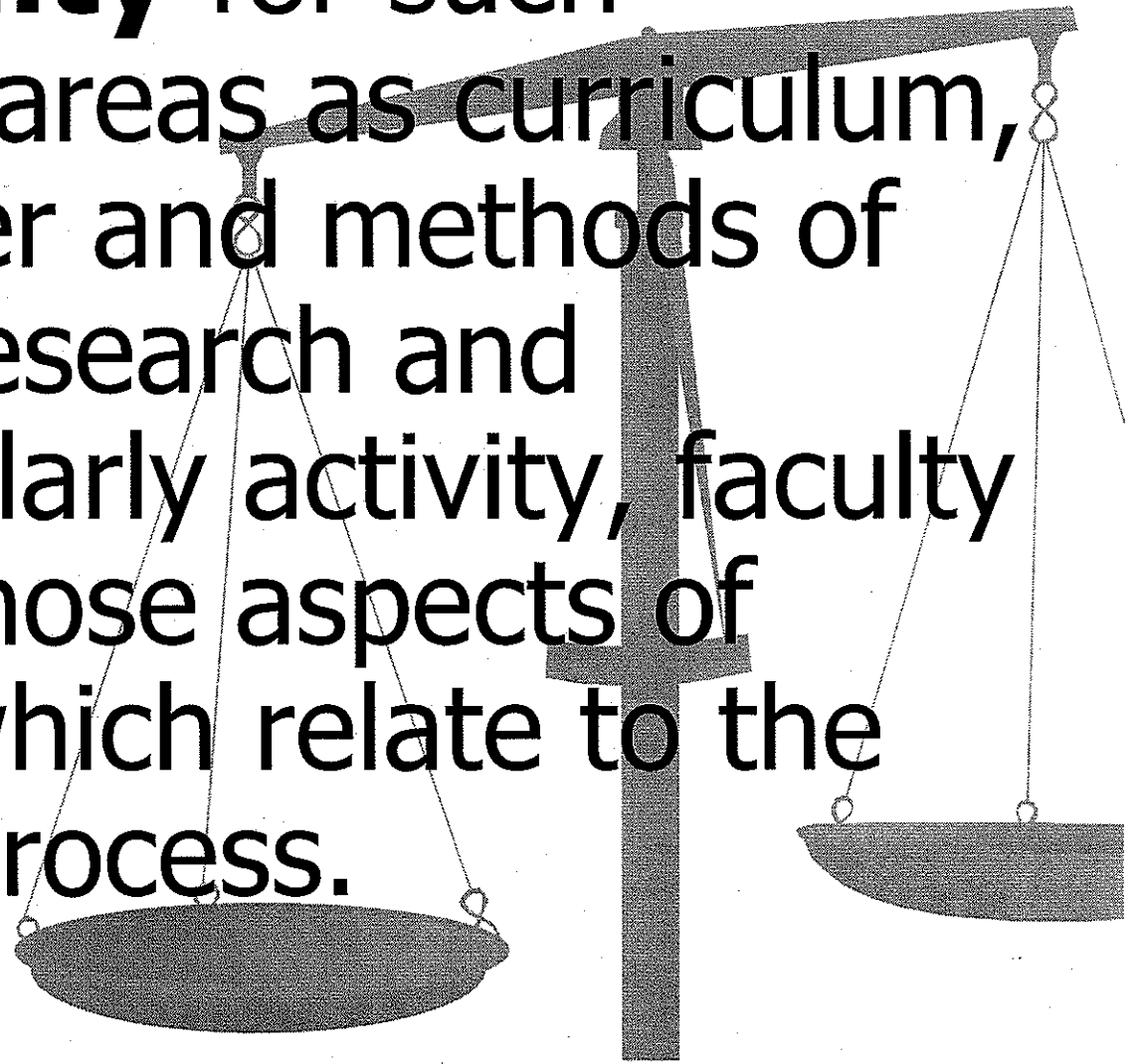
The Academic Senate is
a body composed of
faculty members acting
for the **Faculty of the
University.**



It is **empowered** to formulate, review, revise, and adopt for recommendation to the President all University policies which relate to the educational mission of the institution including matters directly affecting the **instructional budget**.

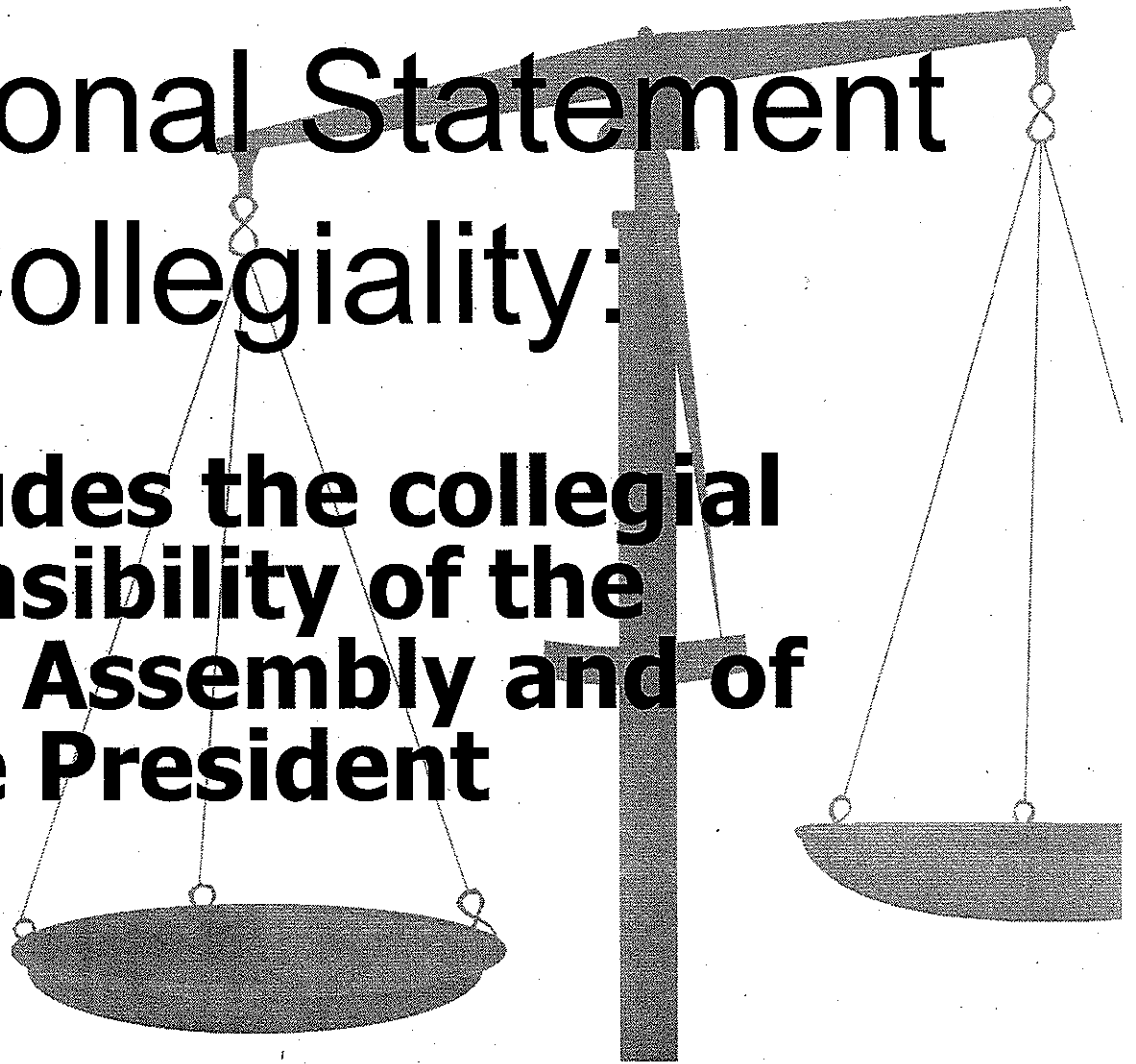


The faculty have the **primary responsibility** for such fundamental areas as curriculum, subject matter and methods of instruction, research and creative/scholarly activity, faculty status, and those aspects of student life which relate to the educational process.

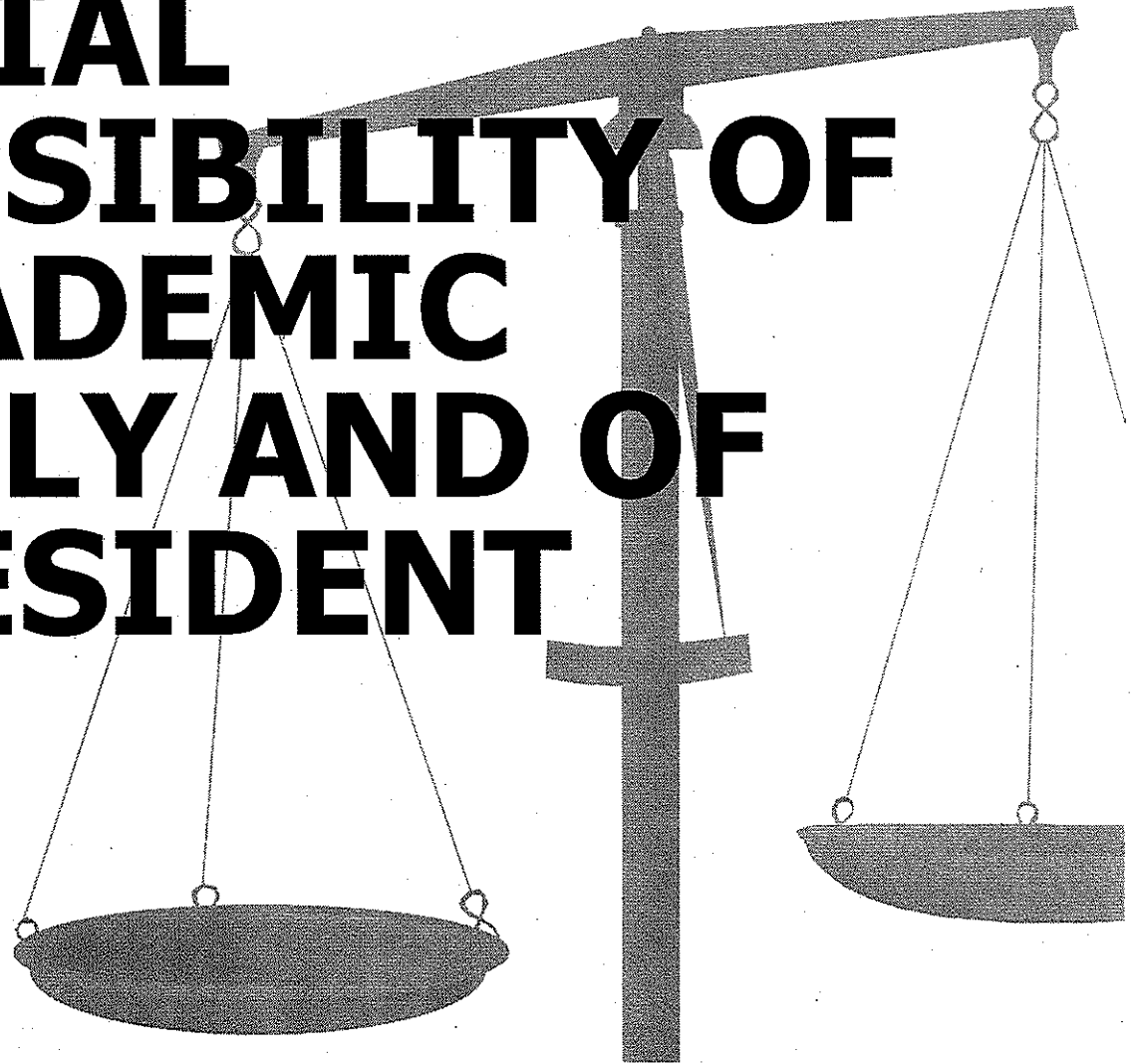


Constitutional Statement on Collegiality:

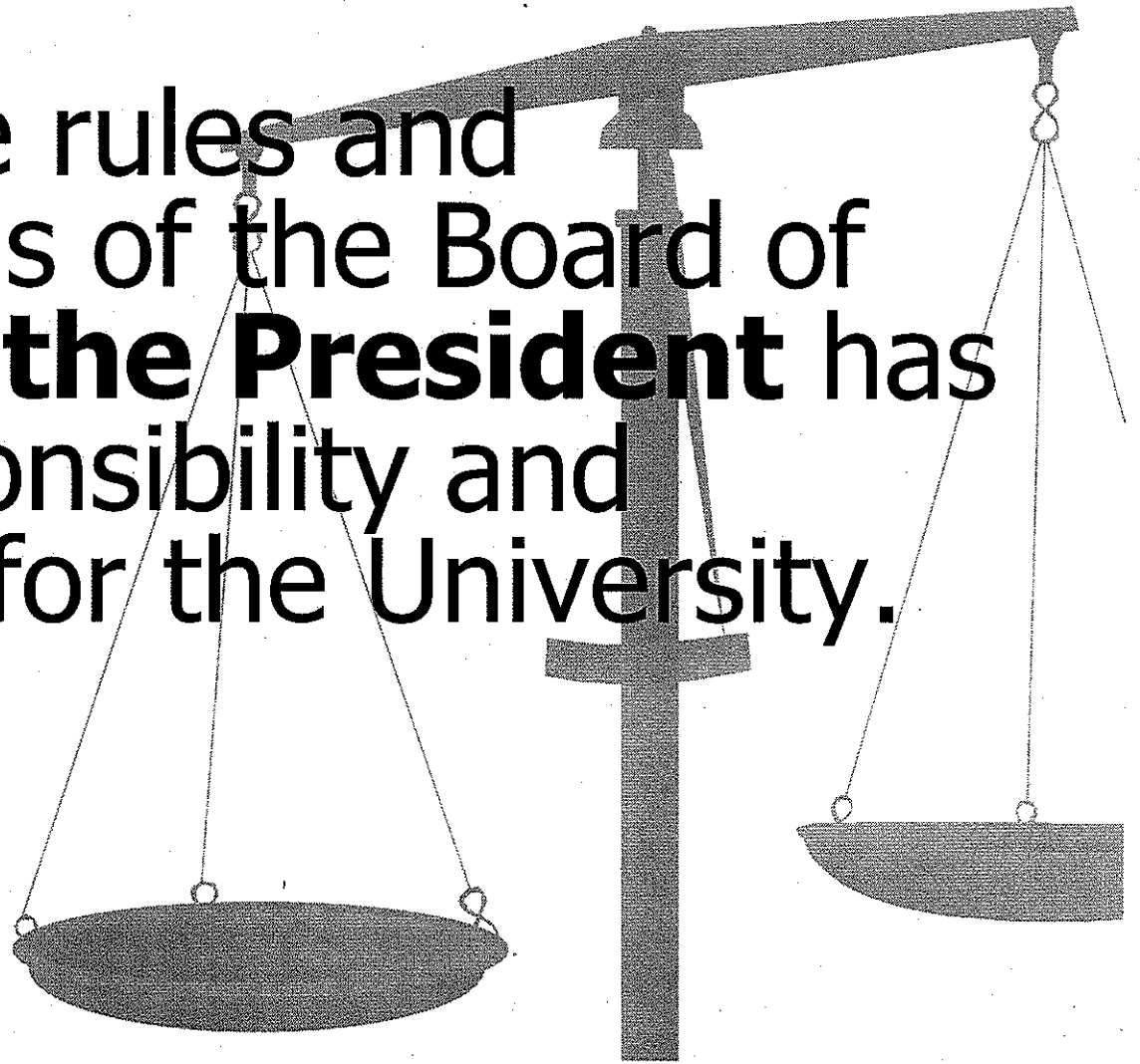
**This includes the collegial
responsibility of the
Academic Assembly and of
the President**



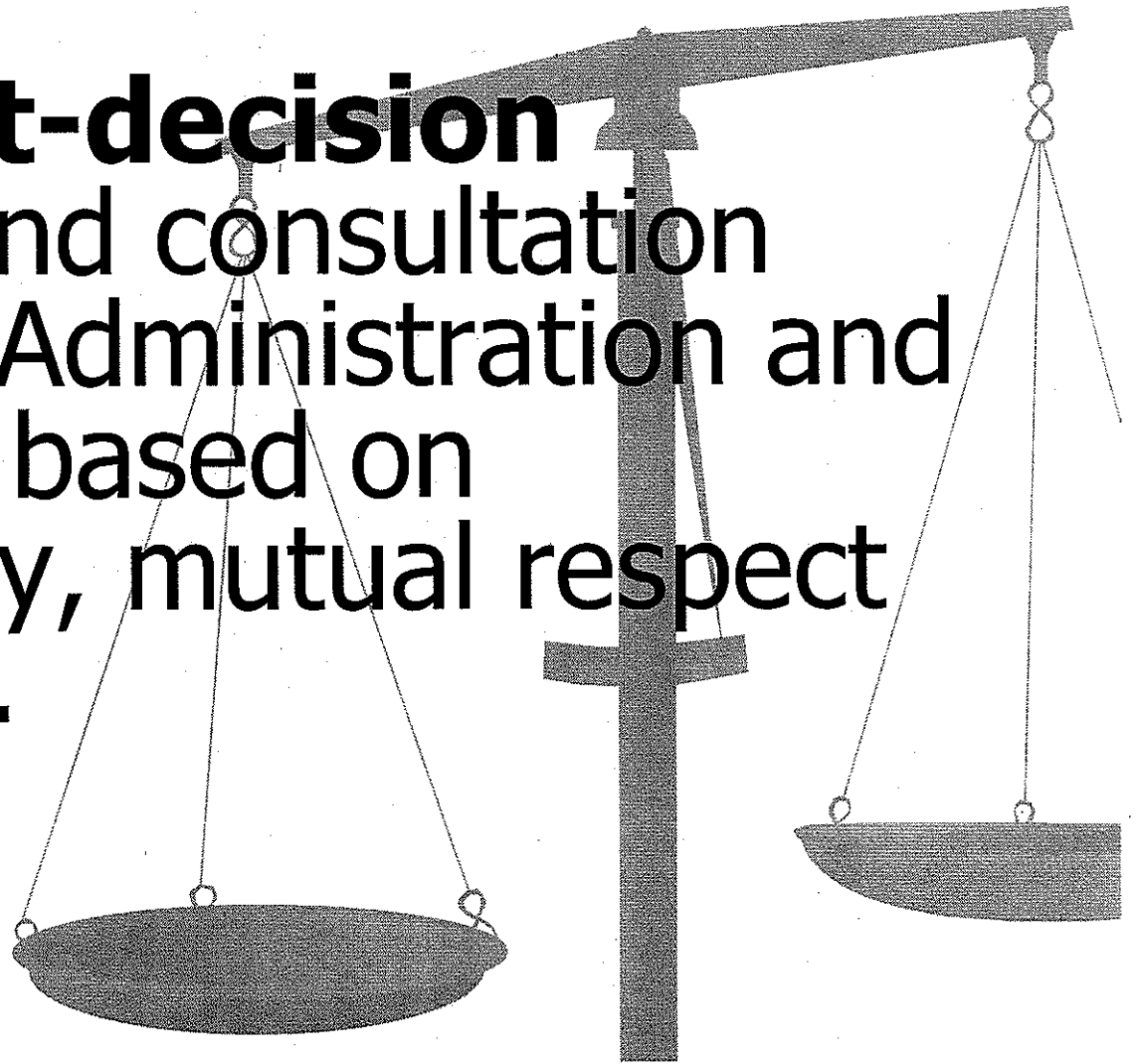
**COLLEGIAL
RESPONSIBILITY OF
THE ACADEMIC
ASSEMBLY AND OF
THE PRESIDENT**

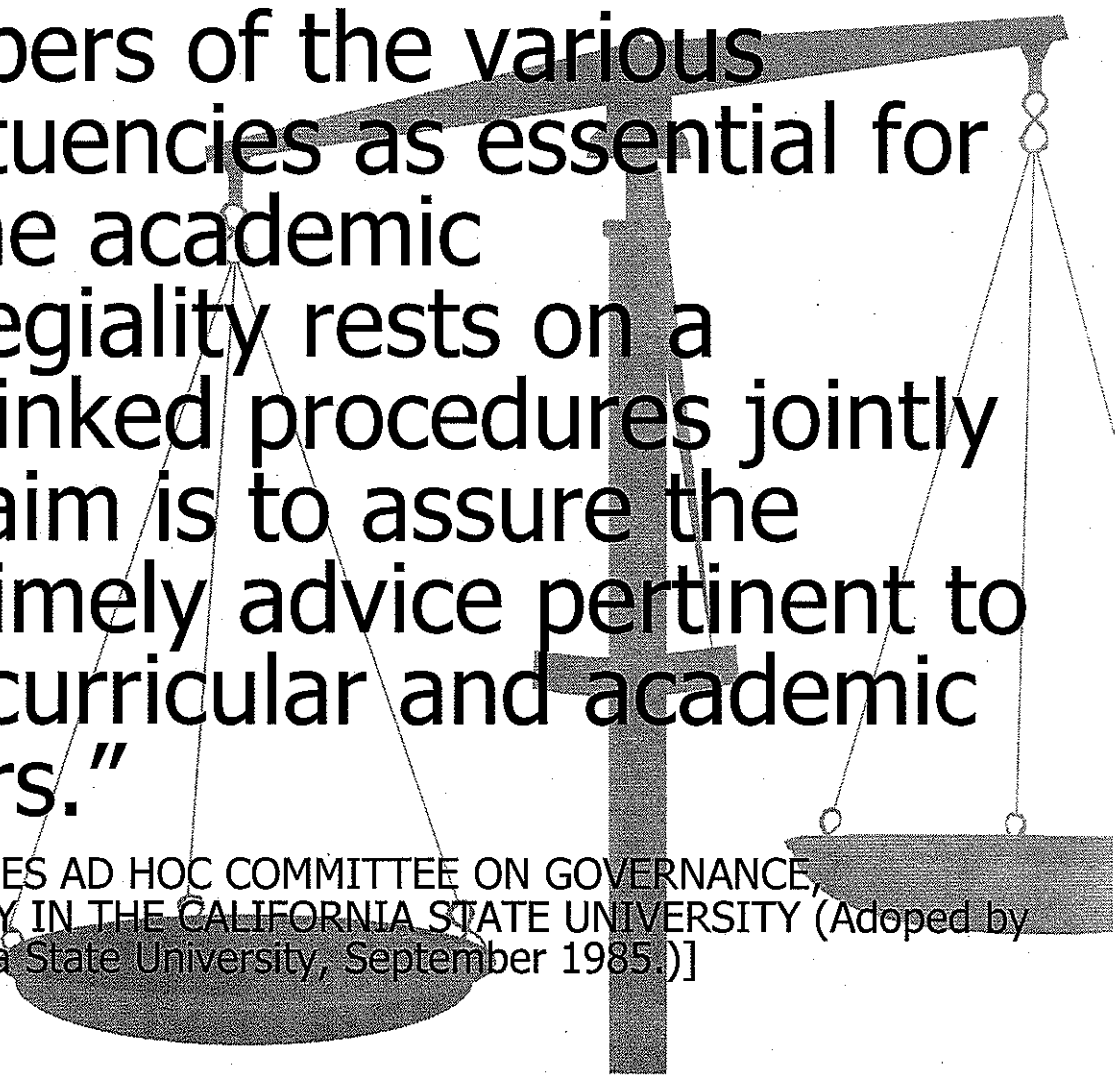


Under the rules and regulations of the Board of Trustees, **the President** has final responsibility and authority for the University.



The **joint-decision** making and consultation between Administration and faculty is based on collegiality, mutual respect and trust.

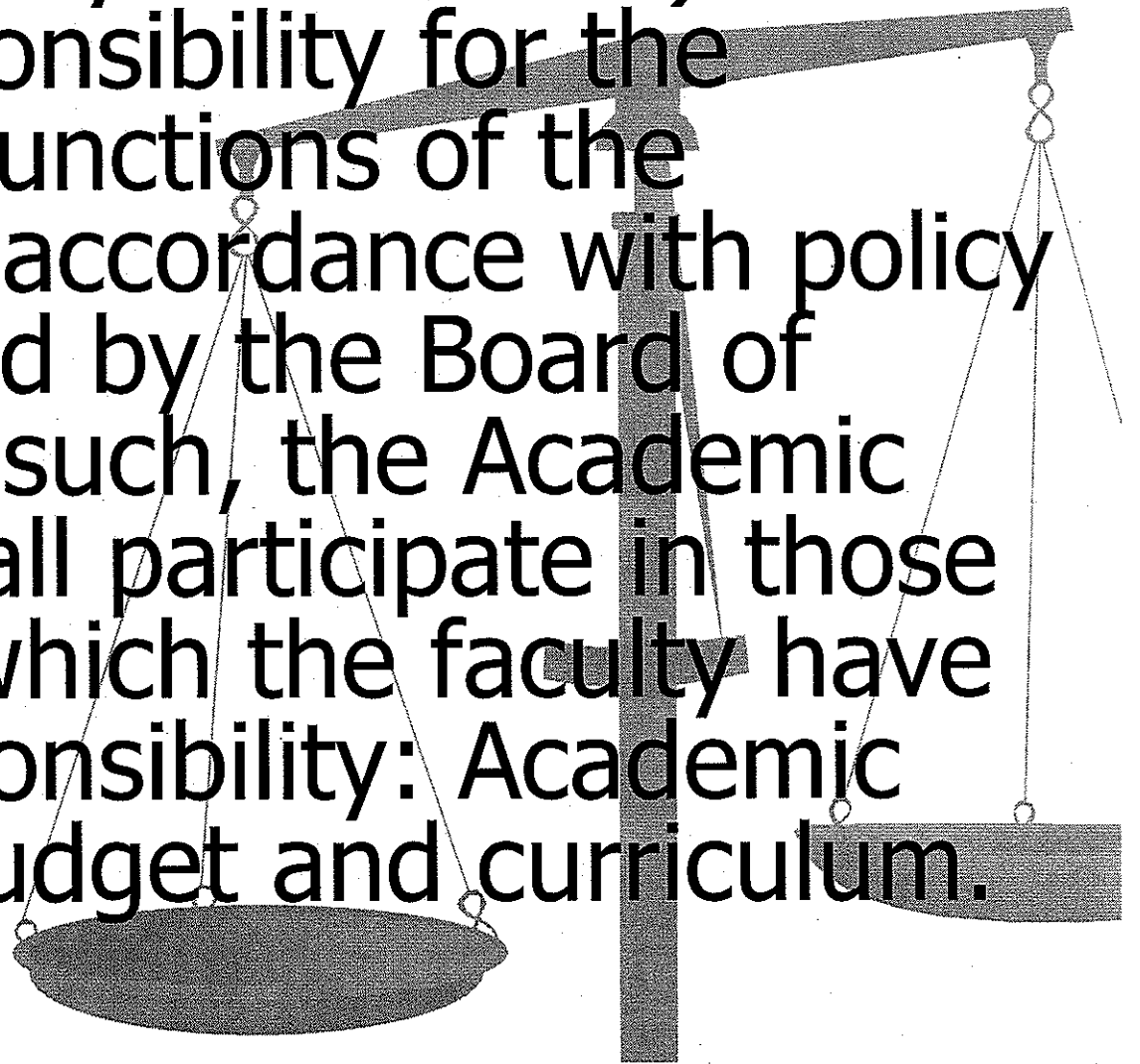




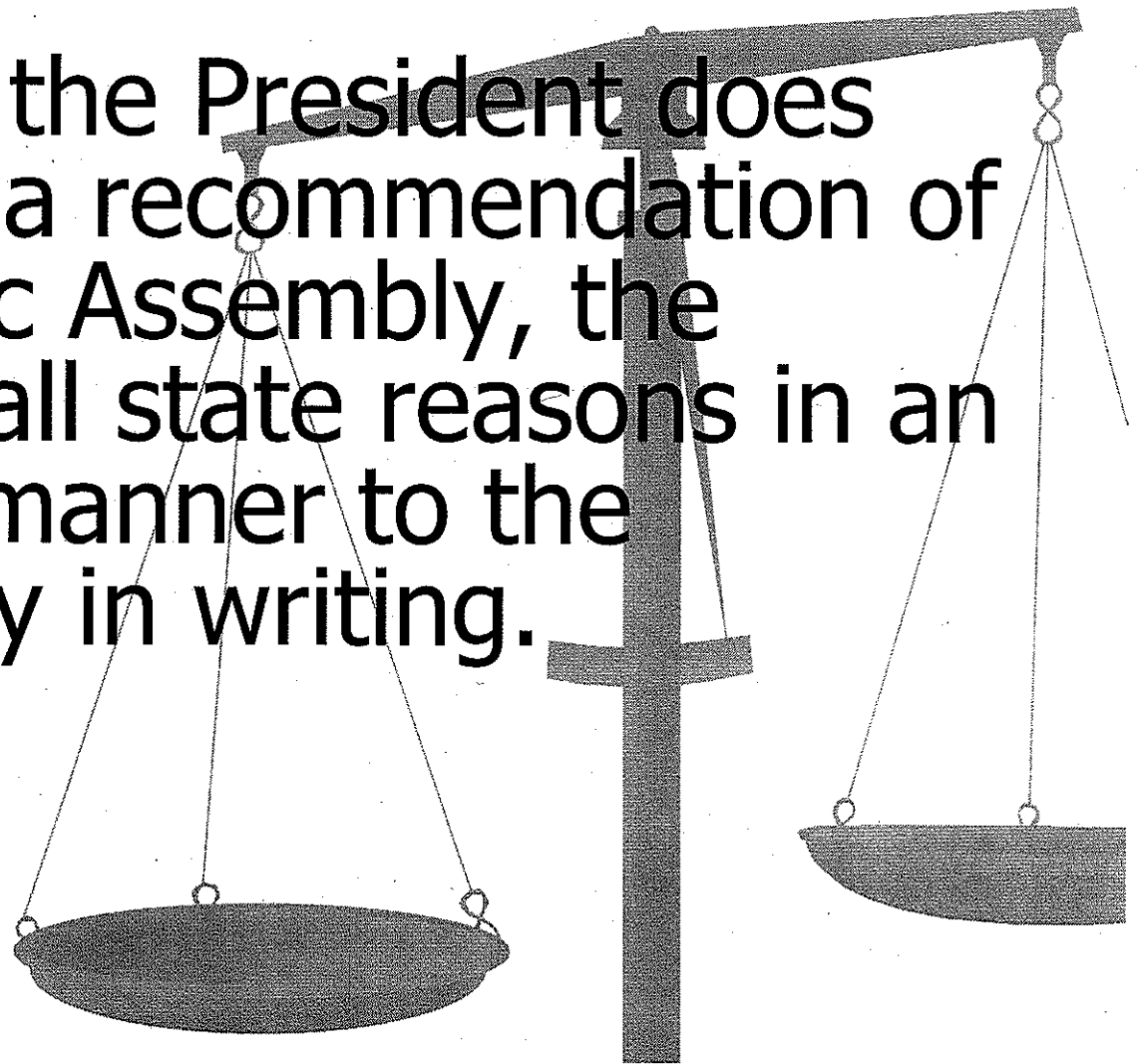
“Collegiality consists of a shared decision-making process and set of values which regard the members of the various university constituencies as essential for the success of the academic enterprise....collegiality rests on a network of interlinked procedures jointly devised, whose aim is to assure the opportunity for timely advice pertinent to decisions about curricular and academic personnel matters.”

[REPORT OF THE BOARD OF TRUSTEES AD HOC COMMITTEE ON GOVERNANCE, COLLEGIALLY, AND RESPONSIBILITY IN THE CALIFORNIA STATE UNIVERSITY (Adoped by the Board of Trustees of the California State University, September 1985.)]

The Academic Assembly (represented by the Senate) has primary responsibility for the educational functions of the institution in accordance with policy as determined by the Board of Trustees. As such, the Academic Assembly shall participate in those matters for which the faculty have primary responsibility: Academic personnel, budget and curriculum.

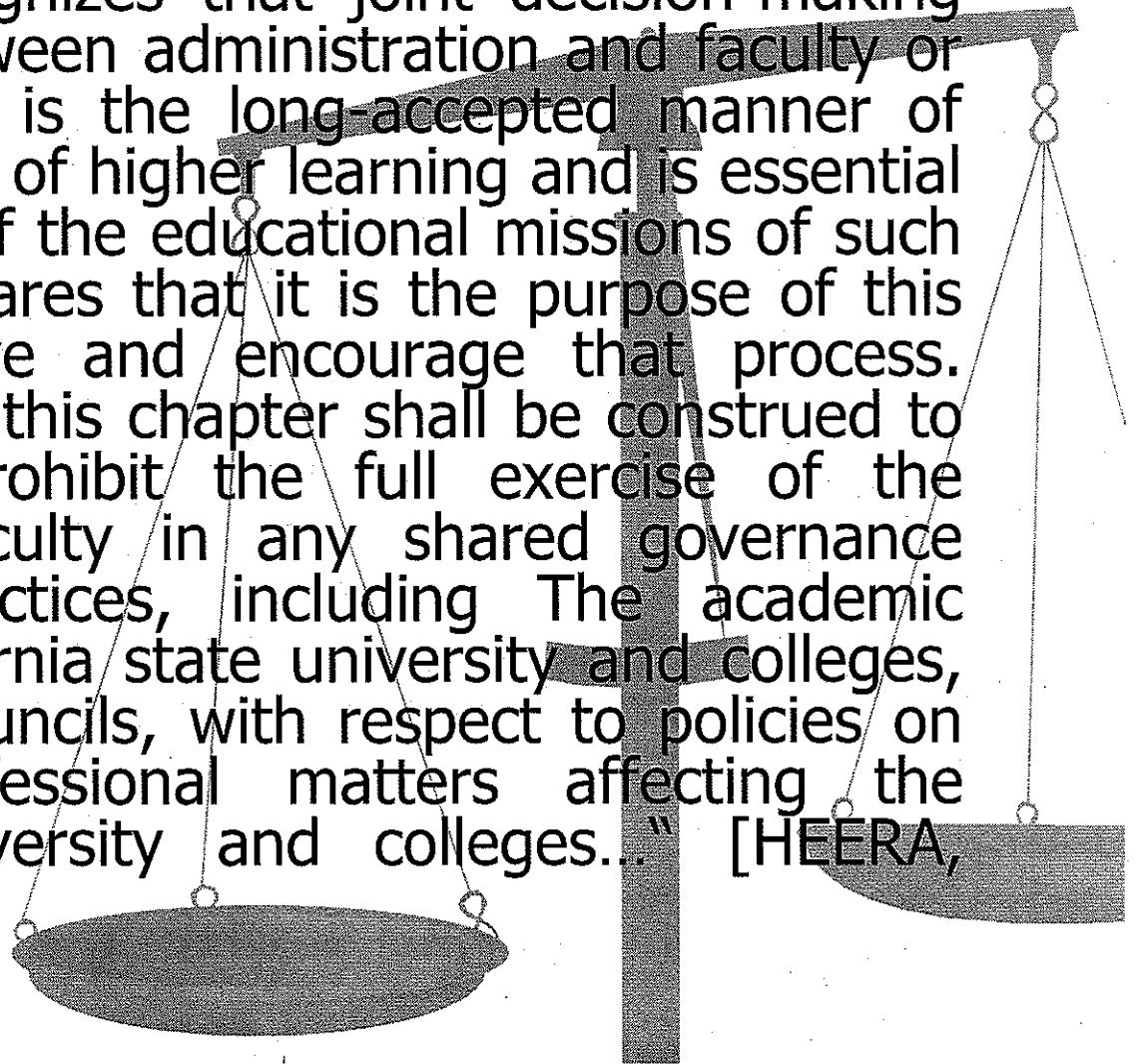


In the event the President does not approve a recommendation of the Academic Assembly, the President shall state reasons in an expeditious manner to the relevant body in writing.



HIGHER EDUCATION EMPLOYER-EMPLOYEE RELATIONS ACT (HEERA)

"The legislature recognizes that joint decision-making and consultation between administration and faculty or academic employees is the long-accepted manner of governing institutions of higher learning and is essential to the performance of the educational missions of such institutions, and declares that it is the purpose of this act to both preserve and encourage that process. Nothing contained in this chapter shall be construed to restrict, limit, or prohibit the full exercise of the functions of the faculty in any shared governance mechanisms or practices, including The academic senates of the California state university and colleges, and other faculty councils, with respect to policies on academic and professional matters affecting the California state university and colleges..." [HEERA, Section 3561(b)]



Parliamentary Procedure: Toward the Good Order of the University



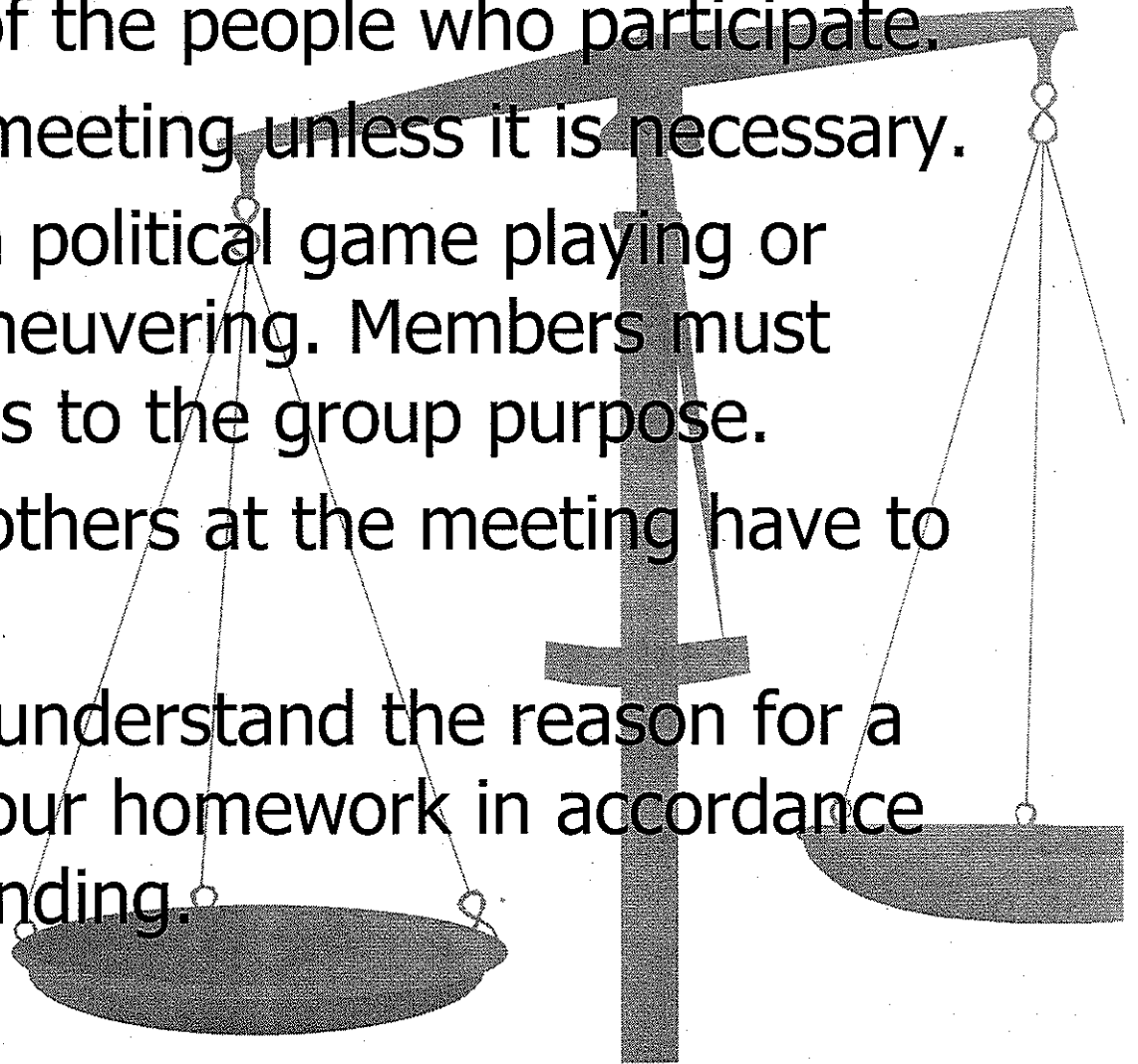
**Advice from Dr. John A. Cagle,
Parliamentarian Emeritus of the Academic Senate
and Professor Emeritus of Communication**

Edited and Adapted by Michael Caldwell

California State University, Fresno

Making Meetings Work

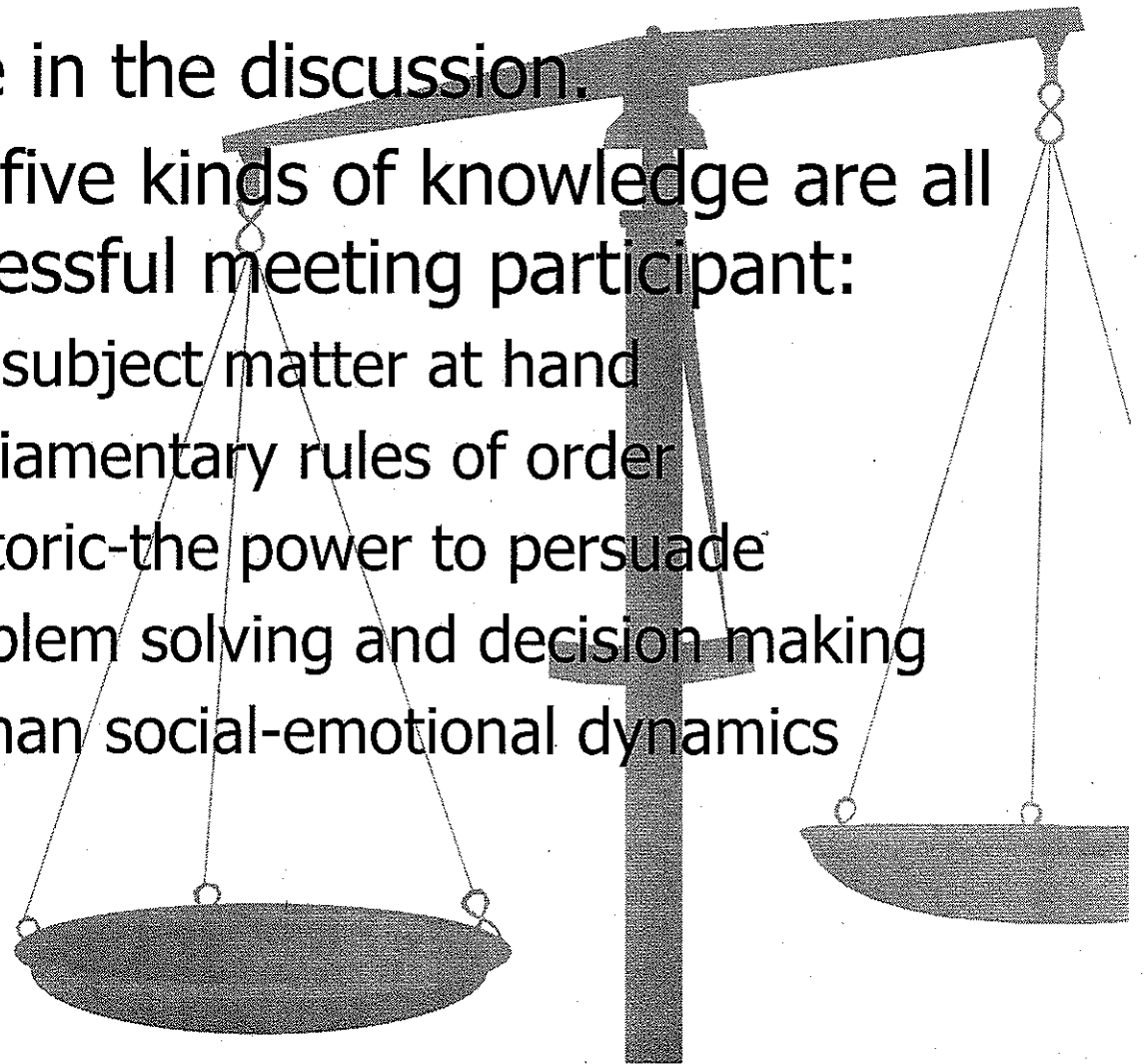
1. Effective meetings require planning in advance, both on the part of the person who Chairs them and of the people who participate.
2. Do not have a meeting unless it is necessary.
3. Don't engage in political game playing or parliamentary maneuvering. Members must commit themselves to the group purpose.
4. Listen to what others at the meeting have to say.
5. Make sure you understand the reason for a meeting and do your homework in accordance with this understanding.



6. Actively engage in the discussion.

7. Recognize that five kinds of knowledge are all needed for a successful meeting participant:

- Knowledge of the subject matter at hand
- Knowledge of parliamentary rules of order
- Knowledge of rhetoric-the power to persuade
- Knowledge of problem solving and decision making
- Knowledge of human social-emotional dynamics

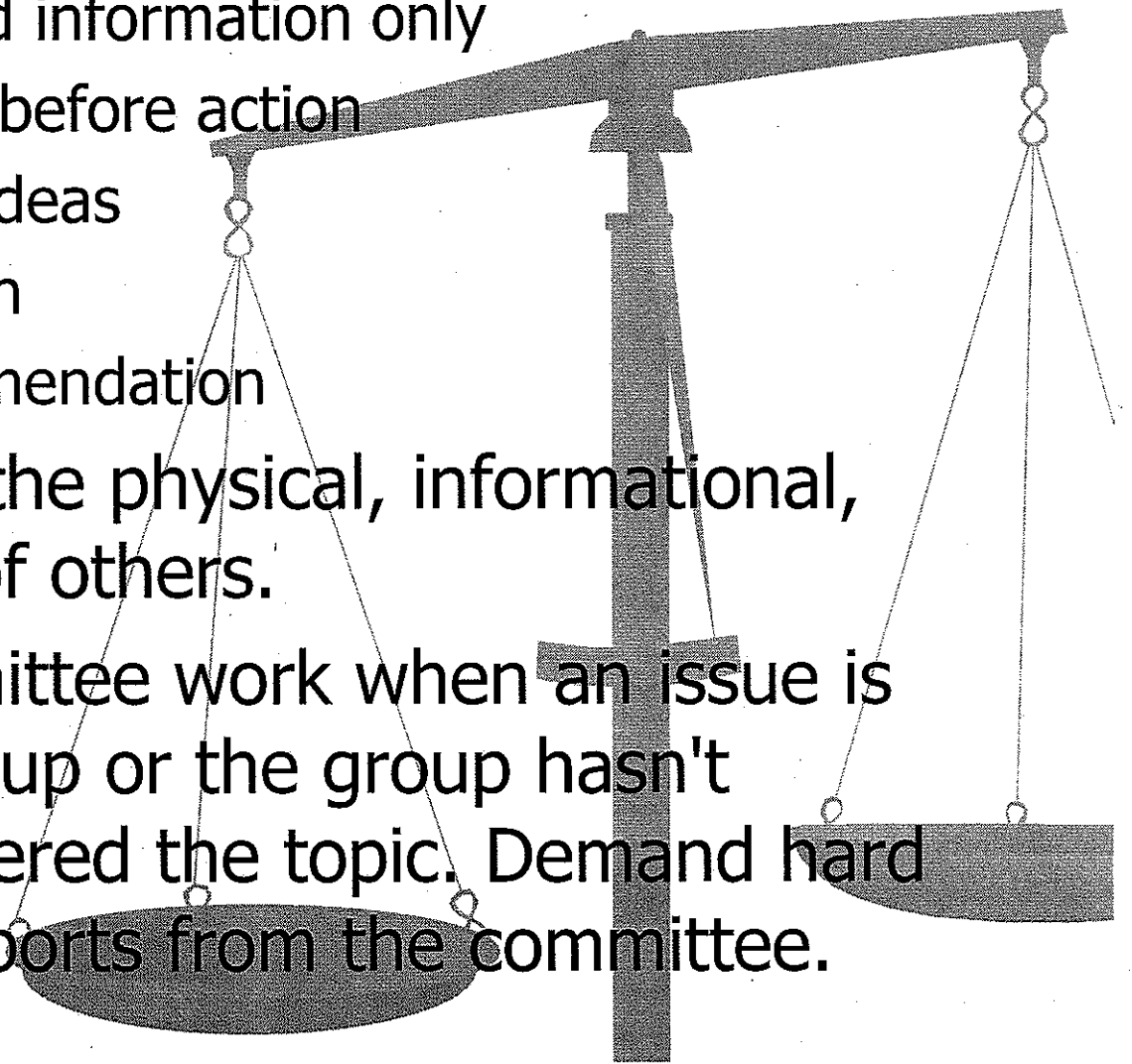


8. Be sure the purpose of each meeting, and each item on the agenda, is clear to the members:

- To share ideas and information only
- To brief members before action
- To generate new ideas
- To make a decision
- To make a recommendation

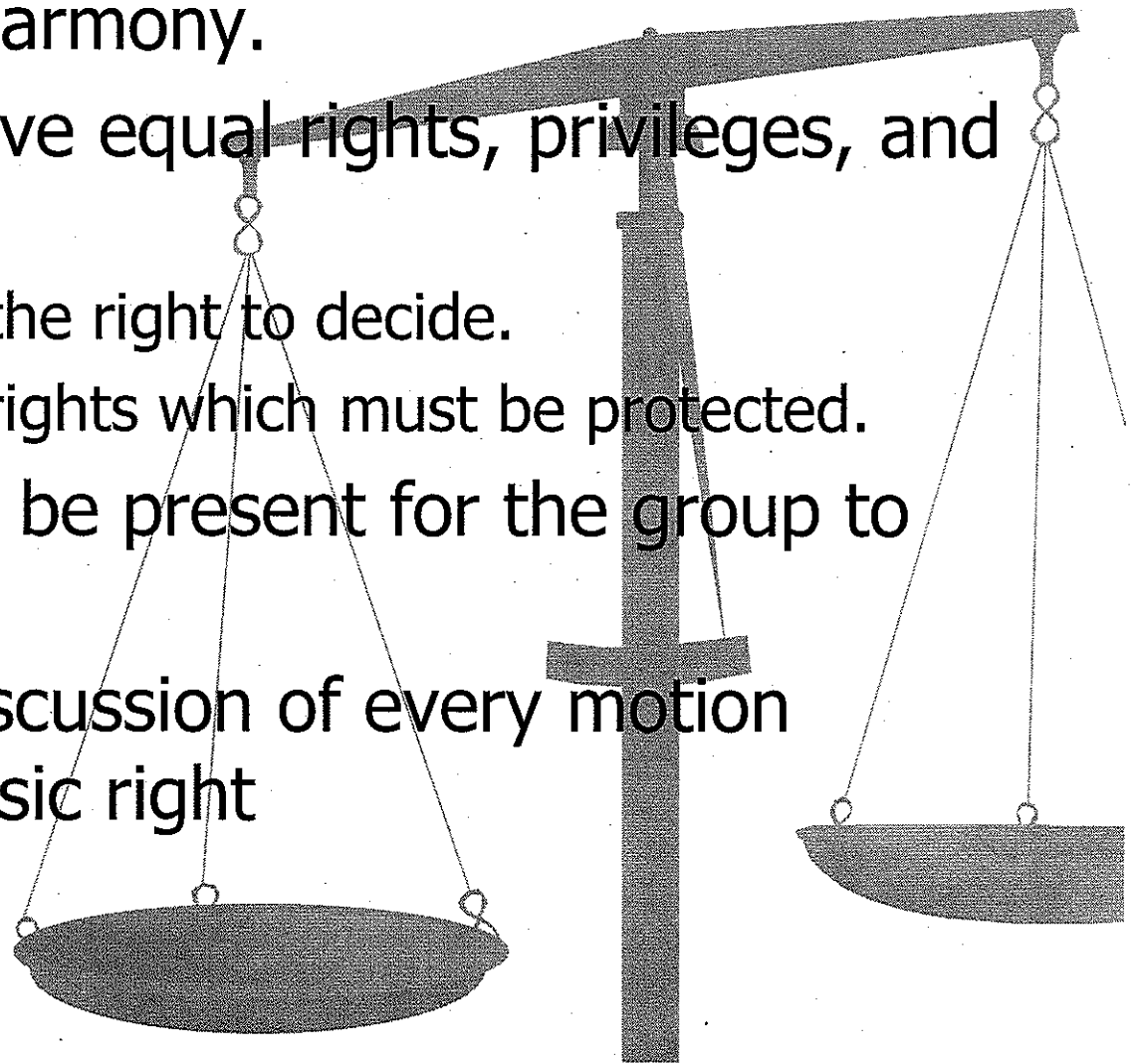
9. Be sensitive to the physical, informational, and social needs of others.

10. Suggest committee work when an issue is too big for the group or the group hasn't adequately considered the topic. Demand hard work and good reports from the committee.



Basic Principles

1. Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
2. All members have equal rights, privileges, and obligations.
 - The majority has the right to decide.
 - The minority has rights which must be protected.
3. A quorum must be present for the group to act.
4. Full and free discussion of every motion considered is a basic right



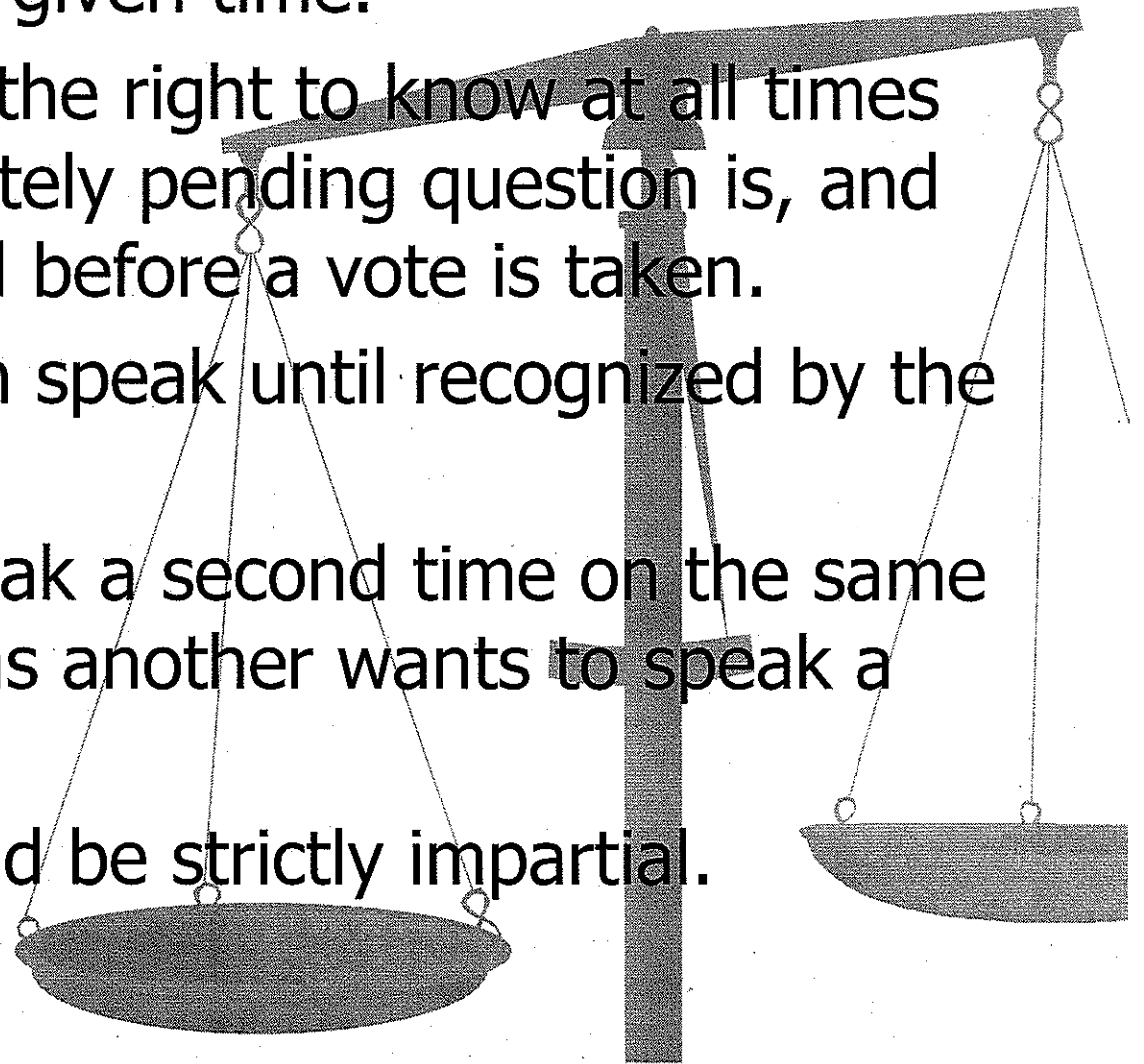
5. Only one question at a time can be considered at any given time.

6. Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.

7. No member can speak until recognized by the Chair.

8. No one can speak a second time on the same question as long as another wants to speak a first time.

9. The Chair should be strictly impartial.



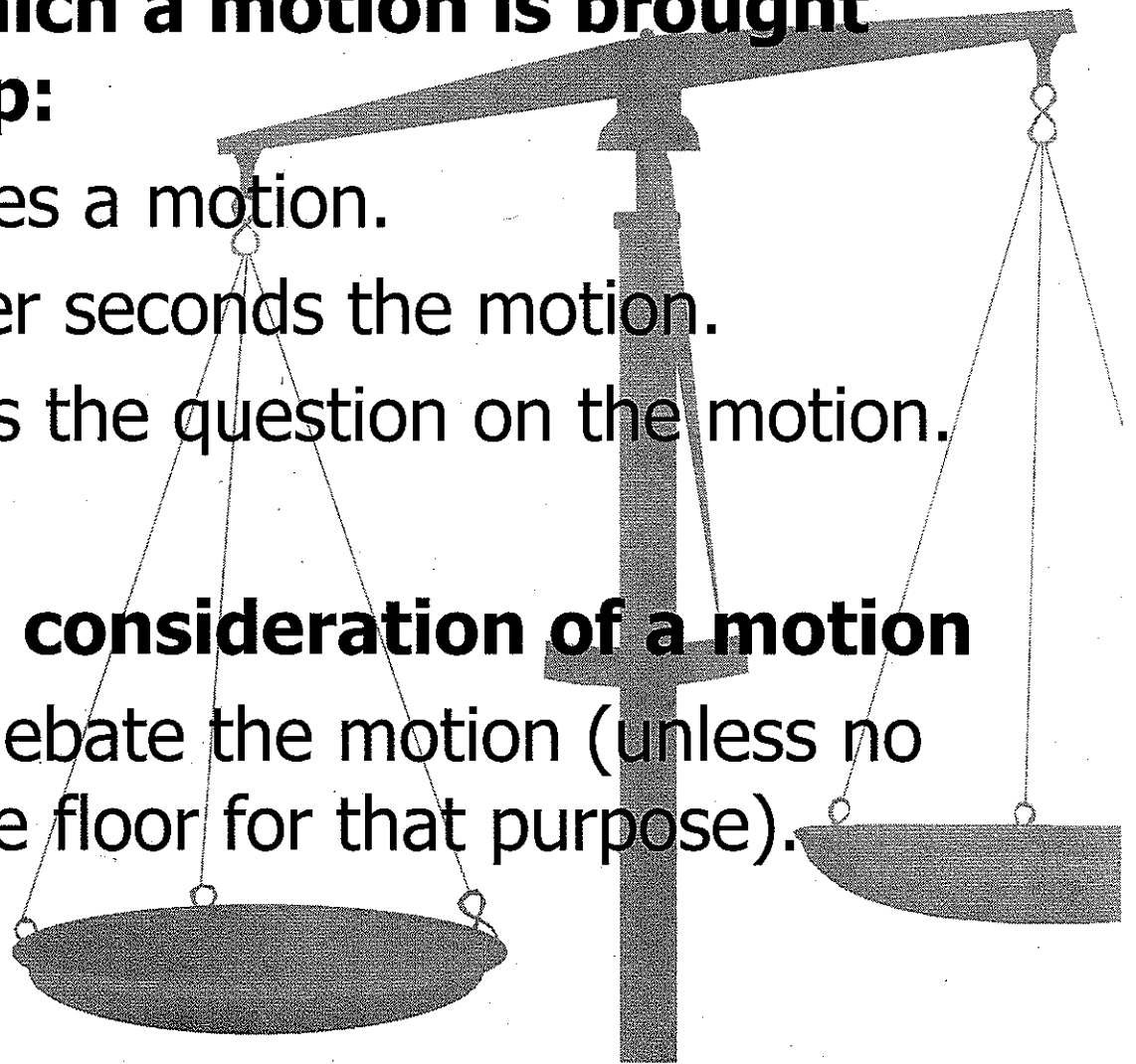
Handling a Motion

Three steps by which a motion is brought before the group:

1. A member makes a motion.
2. Another member seconds the motion.
3. The Chair states the question on the motion.

Three steps in the consideration of a motion

1. The members debate the motion (unless no member claims the floor for that purpose).

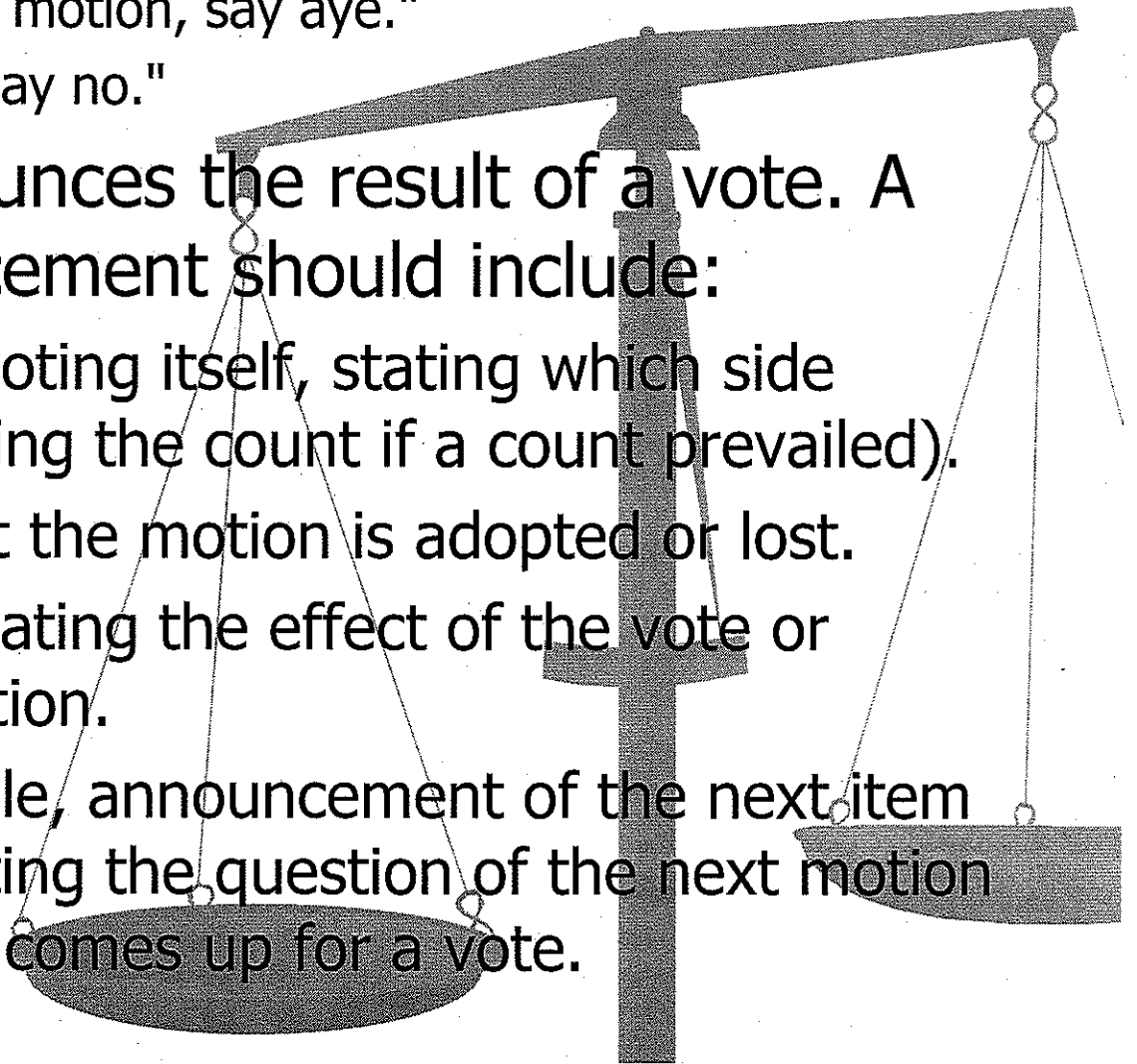


2. The Chair puts the question to a vote.

- A. The Chair restates the question.
- B. The Chair takes the vote:
 - "All in favor of the motion, say aye."
 - "Those opposed, say no."

3. The Chair announces the result of a vote. A complete announcement should include:

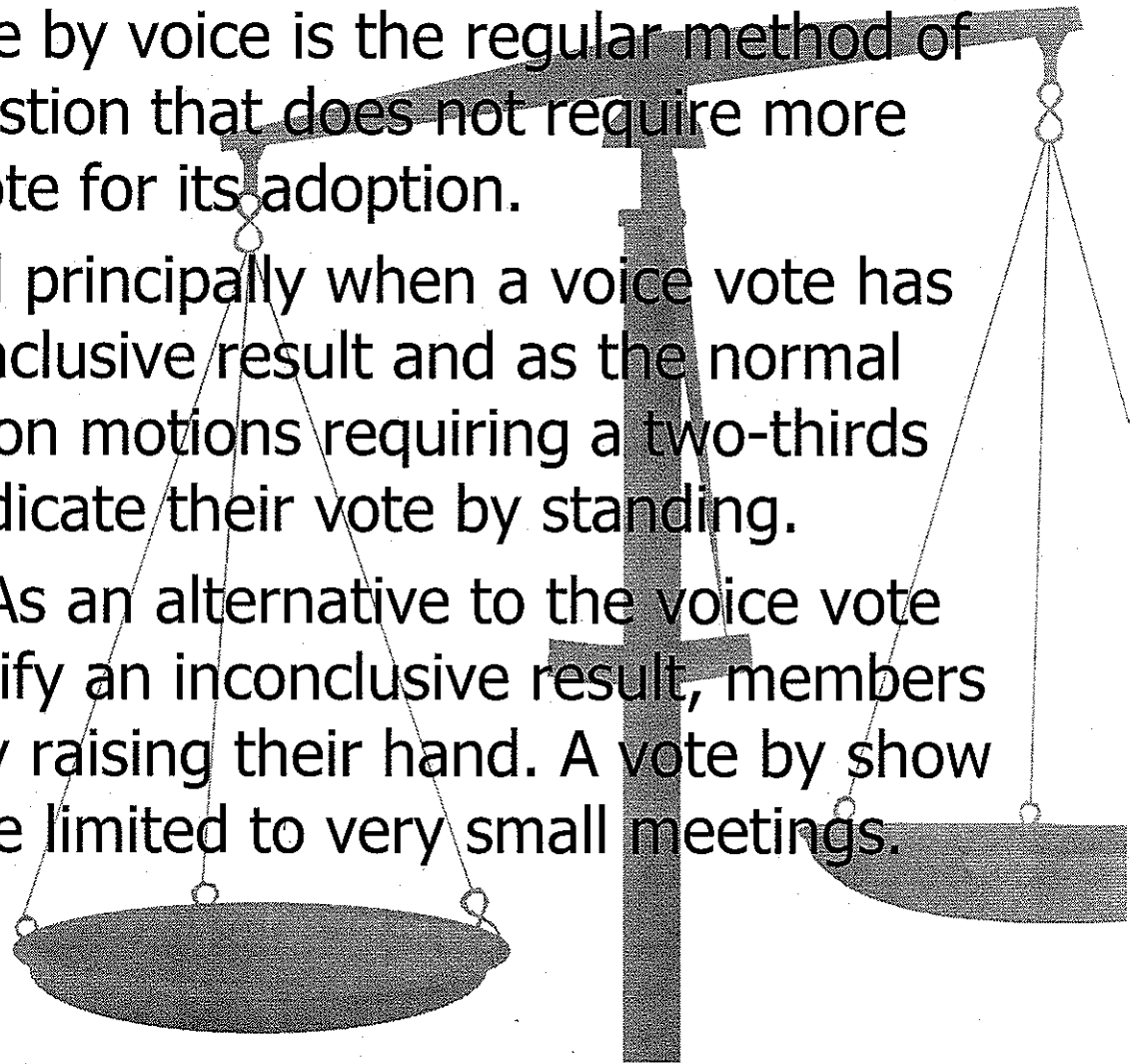
- A. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
- B. Declaration that the motion is adopted or lost.
- C. Statement indicating the effect of the vote or ordering its execution.
- D. Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.



Voting

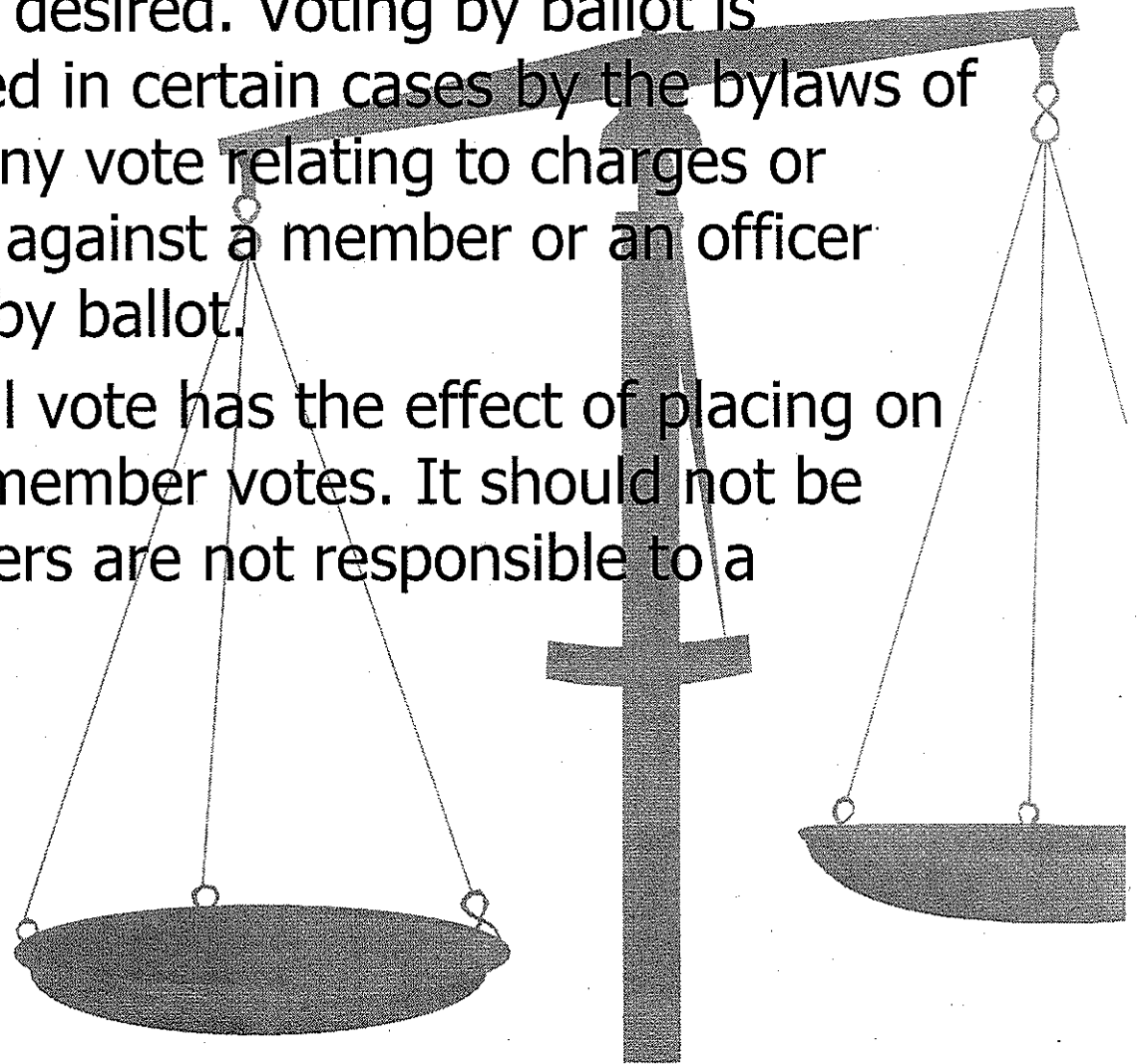
Basic Methods of Voting

- **Voice vote** A vote by voice is the regular method of voting on any question that does not require more than a majority vote for its adoption.
- **Rising vote** Used principally when a voice vote has produced an inconclusive result and as the normal method of voting on motions requiring a two-thirds vote, members indicate their vote by standing.
- **Show of hands** As an alternative to the voice vote or as a way to verify an inconclusive result, members show their vote by raising their hand. A vote by show of hands should be limited to very small meetings.



Other methods which *may be ordered*:

- **Ballot** Voting by ballot is used when secrecy of the member's votes is desired. Voting by ballot is sometimes required in certain cases by the bylaws of an organization. Any vote relating to charges or proposed charges against a member or an officer should always be by ballot.
- **Roll call** A roll call vote has the effect of placing on record how each member votes. It should not be used when members are not responsible to a constituency.

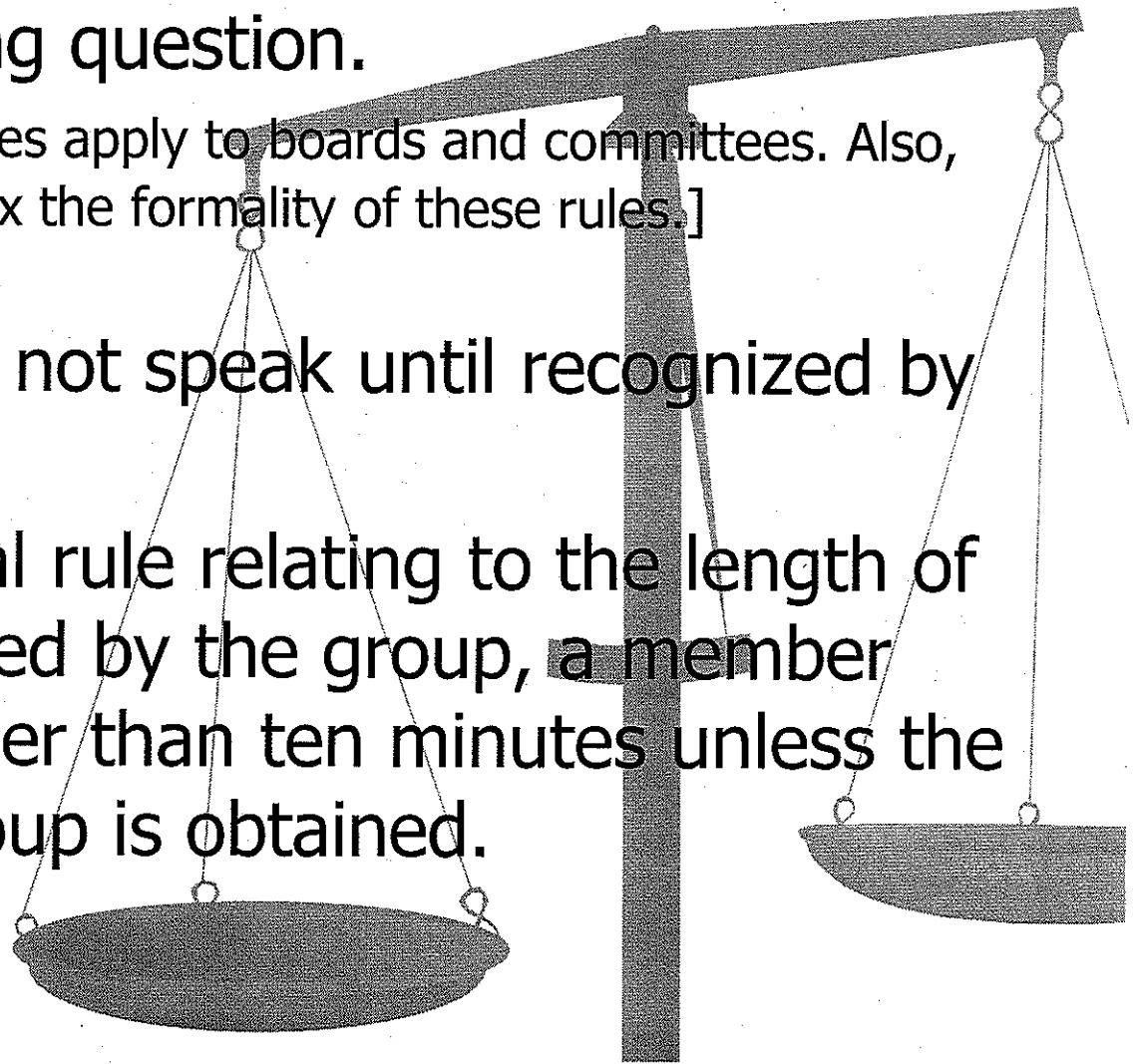


Rules Governing Debate

The term *debate* applies to the discussion on the merits of a pending question.

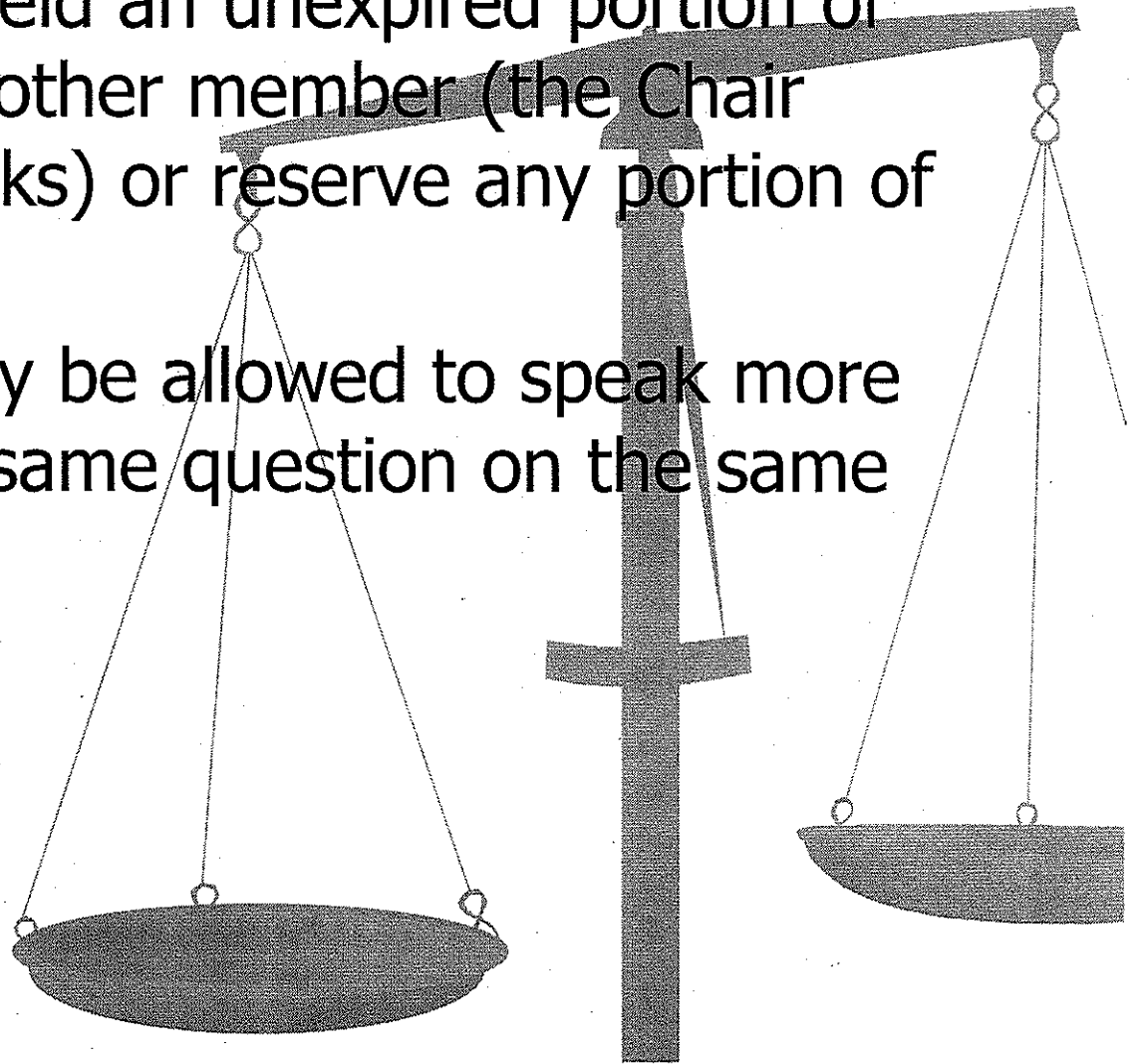
[Note that less formal rules apply to boards and committees. Also, smaller groups may relax the formality of these rules.]

1. A member may not speak until recognized by the Chair.
2. When no special rule relating to the length of speeches is adopted by the group, a member can speak no longer than ten minutes unless the consent of the group is obtained.



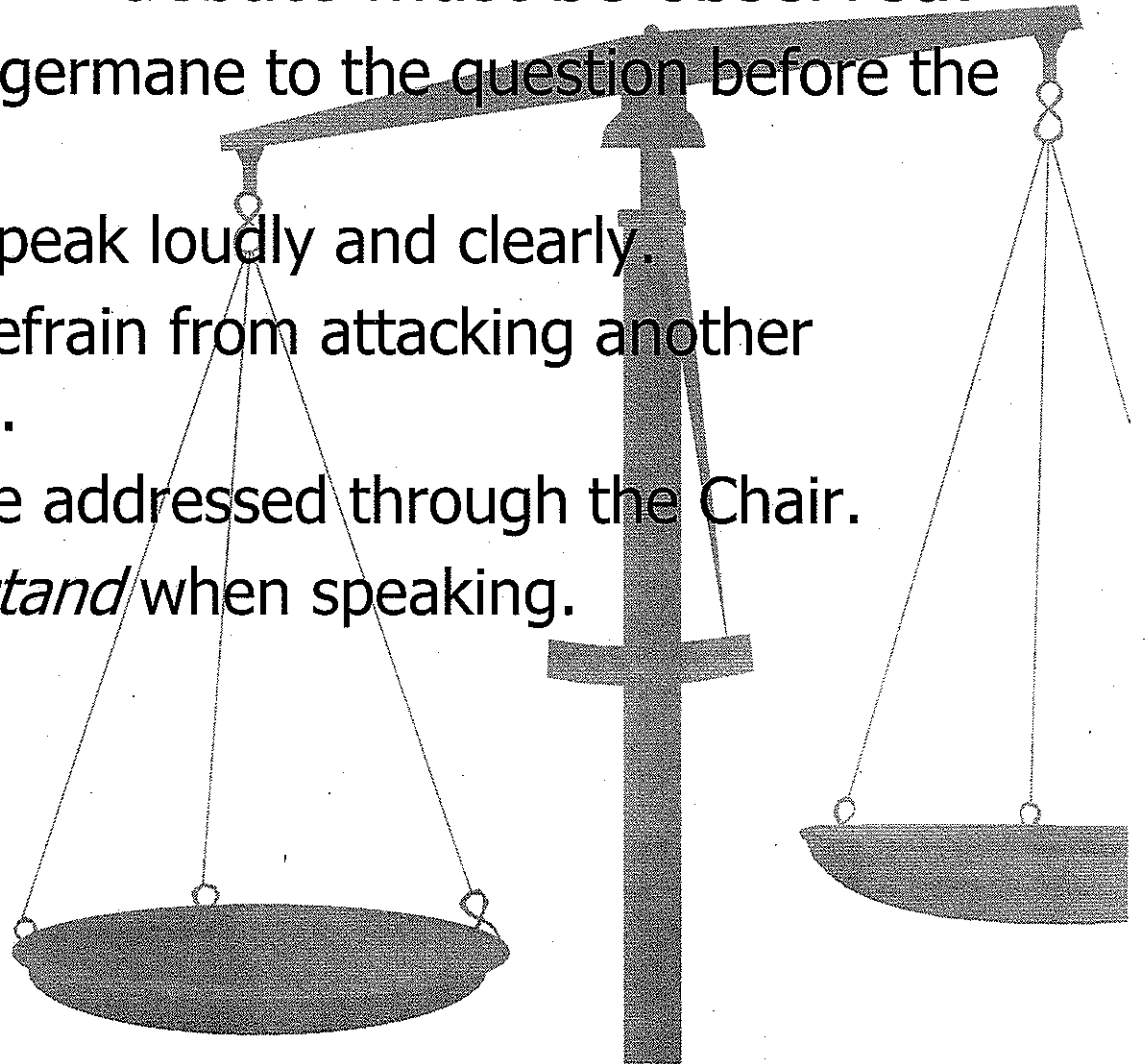
3. Rights in debate are not transferable. A member cannot yield an unexpired portion of his/her time to another member (the Chair controls who speaks) or reserve any portion of time for later.

4. No member may be allowed to speak more than twice to the same question on the same day.

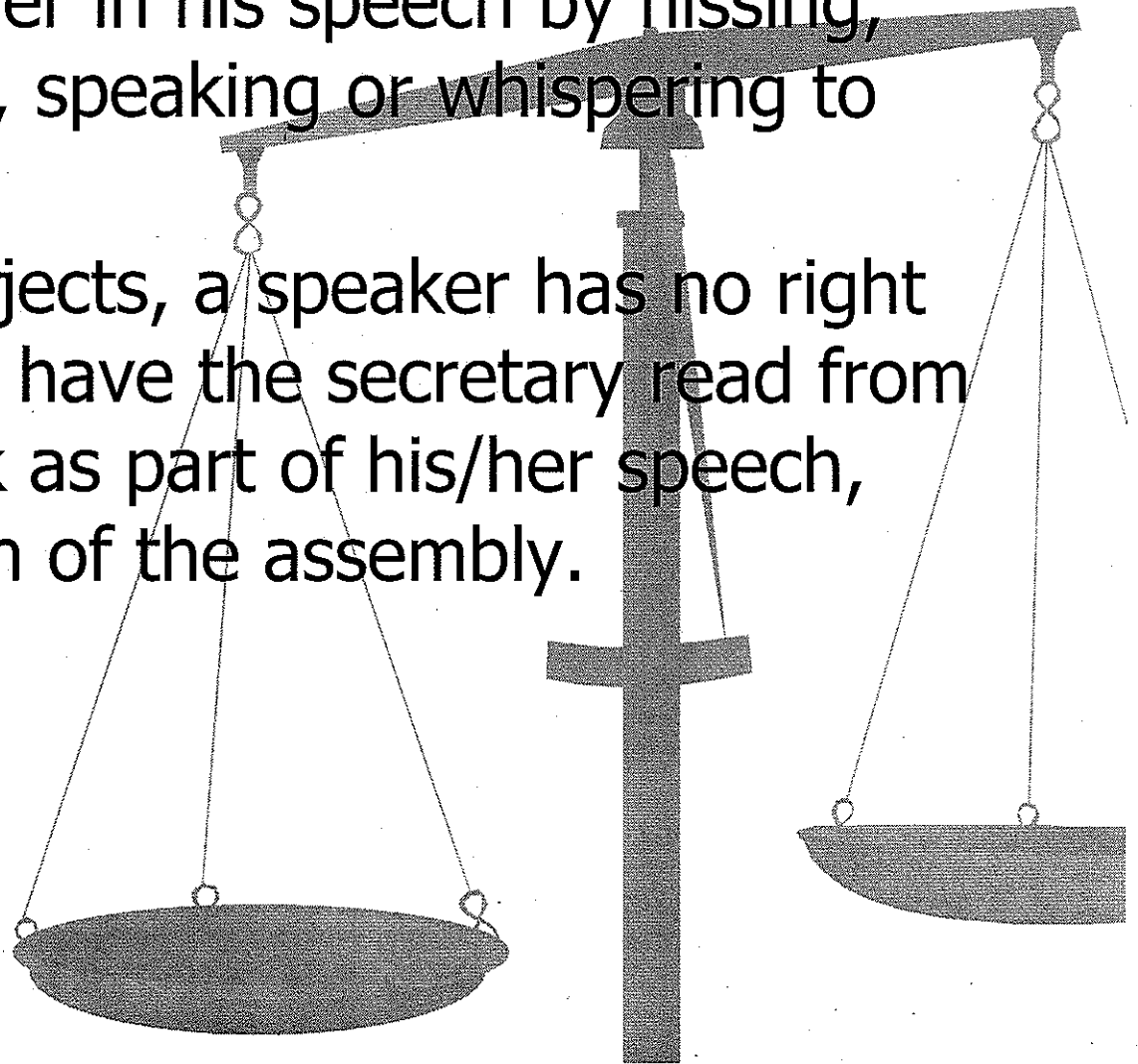


5. Proper decorum in debate must be observed:

- Remarks must be germane to the question before the group.
- Speakers should speak loudly and clearly.
- Speakers should refrain from attacking another member's motives.
- Remarks should be addressed through the Chair.
- Speakers should *stand* when speaking.



- Thomas Jefferson's advice is still good: "No one is to disturb another in his speech by hissing, coughing, spitting, speaking or whispering to another, etc."
- If any member objects, a speaker has no right to read from or to have the secretary read from any paper or book as part of his/her speech, without permission of the assembly.



Part 1, Main Motions. These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.
 § indicates the section from Robert's Rules.

§	PURPOSE:	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

Part 2, Incidental Motions. No order of precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	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	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 a rising vote	I move for a rising vote	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

Part 3, Motions That Bring a Question Again Before the Assembly.

No order of precedence. Introduce only when nothing else is pending.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§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 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority