Effective execution of the University Senate’s authority requires that the Senate expresses its views on University policies and priorities through appropriate legislation and resolutions. Legislation shall be limited to issues that relate to the academic mission of the University or student conduct.

<table>
<thead>
<tr>
<th>Legislation</th>
<th>Policy Proposal</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>UO Constitution 7.2.1: Legislation shall be limited to issues that relate to academic matters as commonly understood in higher education, such as curriculum.</td>
<td>UO Constitution 7.2.2: Motions to adopt a proposal on University policies which must subsequently be formally adopted by the University President before going into effect. University Policies may be proposed by the University Senate and/or the University Administration.</td>
<td>UO Constitution 7.2.3: Resolutions shall be unrestricted in scope, however they are non-binding.</td>
</tr>
</tbody>
</table>

When considering drafting a motion, it is highly recommended that you submit the motion to a relevant committee for review and recommendations prior to submission to the University Senate.

**Timeline for notice of motion, Bylaws Section 3.7.2.5**

- One month: Notice of motion shall be generally given at least one month prior to its formal discussion on the Senate floor in order to provide sufficient time for Senators to comprehend and examine the motion.
- 21 days: When the above conventional requirement cannot be met, the sponsor(s) shall give notice of motion at last 21 calendar days (three weeks) prior to the next senate meeting.

A Notice of Motion must contain the following:

- **Title of Motion**: Example – “Clarification for Procedures of Elections Within the Senate”
- **Type of Motion**: Must in indicate whether it is Legislation, Resolution or Policy Proposal
- **Sponsor of Motion**: Example – Senator Jane Cramer (Associate Professor), Political Science
- **Basic Motion Text**: Include at least general information about the purpose of the motion and what sort of senate action is being requested. Final motion text must be posted a full 5 days prior to the meeting.