UO Senate: Tips for ☺ Meetings

By Sandy 'Your Friendly Parliamentarian" Weintraub

Senate Parliamentarian

- I am here to help!

- Please do not hesitate to ask me for any clarification about rules before, during (please use the Zoom chat feature) or after meetings.

- I am NOT perfect, if I make a mistake, or you disagree with my interpretation of a Rule, please let me know, it's the only way I can improve!

Source of UO Senate Authority and Policy

▶ Oregon Revised Statutes

▶ UO Constitution

▶ Senate Bylaws- When in doubt, go here, rather than to Robert's Rules first!

UO Senate Remote Meeting Guidelines

▶ Please exercise patience with all participants, including hosts (senate leadership and staff), and especially with each other. It will take a little bit longer to get through routine processes, such as taking attendance and periodically checking on quorum.

▶ Please login to Zoom using your **real name** as this will make taking attendance and checking quorum requirements faster and easier. We will need to take a minute or two to confirm individual phone numbers for those joining via smartphone.

▶ Upon logging in, please click on both the "Participants" and "Chat" buttons. In the "Participants" box there is a button for raising your hand. Please "raise your hand" when you wish to make a comment, ask a question, or bring up Robert's Rules, such as: Point of Order, Call the Question, Motion to Adjourn, etc. Then, using the chat box, please indicate whether you wish to comment, ask a question, or invoke Robert's Rules. This will help us to prioritize and adhere to parliamentary procedure. If you intend to ask a question, please put these in the chat box.
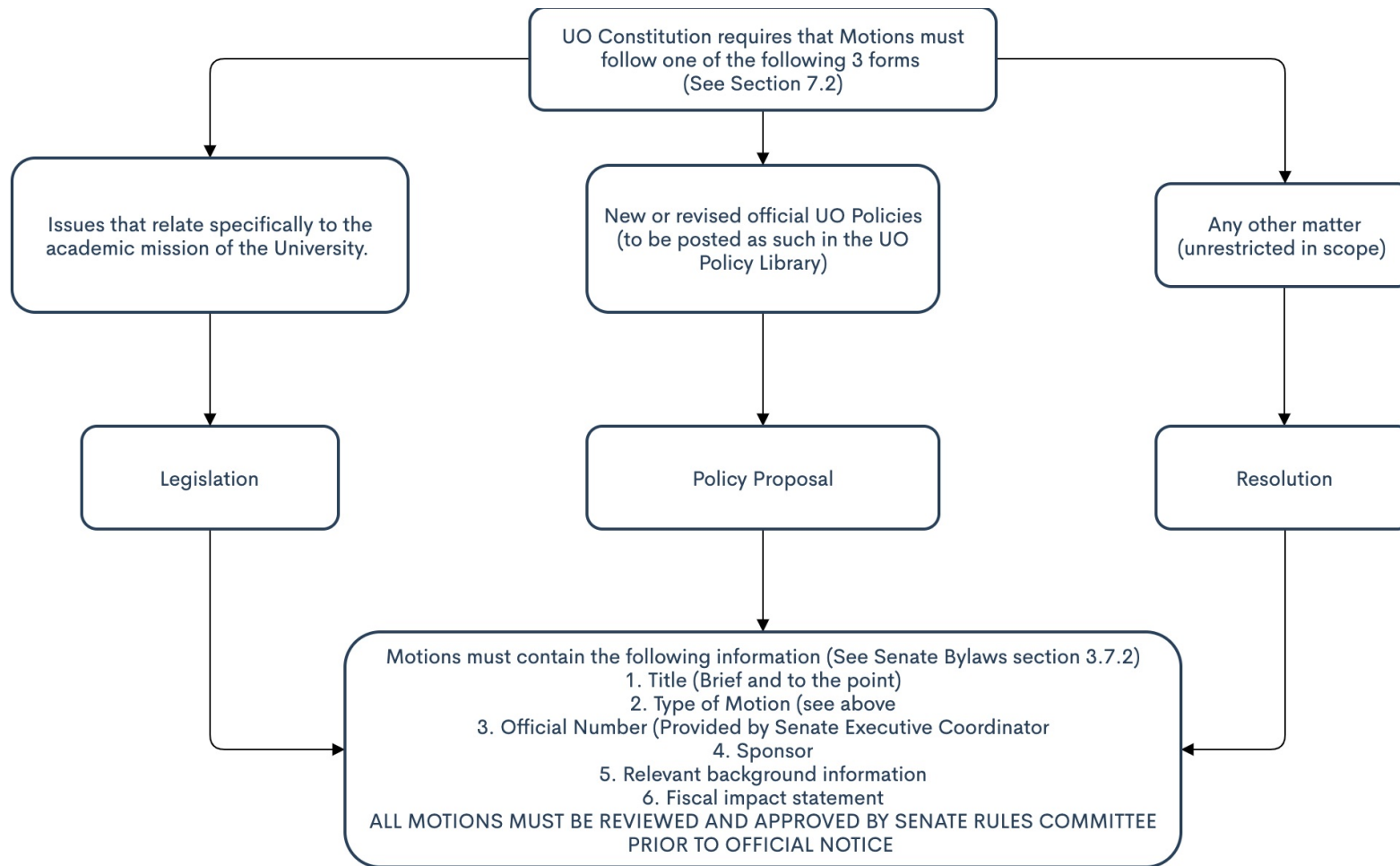
UO Senate Remote Meeting Guidelines

▶ During Open Discussion sections, and possibly during other parts of the meeting, please limit your comments to 1-2 minutes in duration so everyone can participate fully.

▶ Please endeavor to keep yourself muted when it is not your turn to speak. **Disclaimer:** should you go over your allotted time to speak, or if there are noises coming from your immediate environment, _we may mute you_ in order to maintain the smooth flow of conversation and the quality of the audio for all participants.

▶ After folks using computers have been called on, we will take time to check-in with those using their smartphones to participate. Note: greater functionality exists for those joining via computer.

UO Senate Remote Meeting Guidelines

- We will be maintaining a speaker's list and will manually lower your hand as we make note of your desire to speak. Please do not be alarmed by this. Senators will be given priority to speak and participate over any visitors that elect to join us for this meeting.

- Voting: please type "Yes" or "No" in the Chat box if you are using the app via a computer. We will follow-up with a roll call for any participating via smartphone. This will make voting take a little longer than usual, so please bear with us.

Quick Guide to Motions!

► The UO Senate conducts business through motions.

► In order to conduct our business in an orderly fashion, it is CRUCIAL that we do everything possible to have all motions presented in the following way:

► 1. Draft all motions AT LEAST one month in advance, and allow sufficient time for the Rules Committee to review ahead of the Motion being posted for public review.

► 2. Our goal is to stick to the posted agenda, and most importantly, stick to the posted language of motions that are approved... this is crucial to ensure that the Senate's work is done as transparently and efficiently as possible. Therefore creating amendments on the Senate floor is strongly discouraged, unless it is crucial that errors exist.

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                    │  UO Constitution requires that   │
        ┌───────────│  Motions must follow one of the  │───────────┐
        │           │       following 3 forms          │           │
        │           │        (See Section 7.2)         │           │
        │           └─────────────────┬───────────────┘           │
        ▼                             ▼                             ▼
┌────────────────────┐   ┌────────────────────────┐   ┌────────────────────┐
│ Issues that relate │   │ New or revised official │   │   Any other matter  │
│ specifically to the│   │   UO Policies (to be    │   │ (unrestricted in    │
│ academic mission of│   │  posted as such in the  │   │      scope)         │
│  the University.   │   │    UO Policy Library)   │   │                     │
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          │                           │                          │
          ▼                           ▼                          ▼
  ┌──────────────┐           ┌──────────────────┐        ┌──────────────┐
  │  Legislation │           │  Policy Proposal │        │  Resolution  │
  └──────┬───────┘           └────────┬─────────┘        └──────┬───────┘
         │                            │                          │
         │                            ▼                          │
         │   ┌──────────────────────────────────────────────────┐│
         │   │ Motions must contain the following information     ││
         └──▶│       (See Senate Bylaws section 3.7.2)           │◀┘
             │        1. Title (Brief and to the point)          │
             │            2. Type of Motion (see above           │
             │ 3. Official Number (Provided by Senate Executive  │
             │                   Coordinator                     │
             │                   4. Sponsor                      │
             │        5. Relevant background information         │
             │            6. Fiscal impact statement             │
             │ ALL MOTIONS MUST BE REVIEWED AND APPROVED BY       │
             │       SENATE RULES COMMITTEE                       │
             │        PRIOR TO OFFICIAL NOTICE                    │
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Introducing A Motion

▶ 1. The member makes the motion: I move that (or "to") …

▶ 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 … The floor is open for discussion.

▶ 4. Members can debate main motions before the question is voted on or otherwise decided. ▫ Before speaking in debate, members must obtain the floor. ▫ The maker of the motion has first right to the floor. ▫ Debate must be confined to the merits of the motion. ▫ 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.

Closing Debate, Calling the Question

▶ 1. The chair puts the motion to a vote □ The chair asks: Are you ready for the question? □ If no one rises to claim the floor, the chair proceeds to take the vote.

▶ 2. The chair says: The question is on the adoption of the motion.. Please vote by typing "yes" or "no" into the Zoom Chat. (if a member is on the phone, the Chair will ask for votes by phone, which will be recorded by the SEC and Parliamentarian

▶ 3. The chair announces the result of the vote. □ The ayes have it, the motion carries, and ... (indicating the effect of the vote) or □ The nays have it and the motion fails.

▶ 4. If the count may be incorrect, a member can call for a recount

Amendments

- Even if we do everything right… amendments may be necessary…

- IF they are, please try to send to the Senate Executive Coordinator (Betina) before the meeting so we can have the proposed language to share with the group during the remote meeting!

- If you propose the amendment please have exact language ready (for a remote meeting, type it into the chat box.)

- Do everything possible to use the following format

- I move that the motion be amended by adding the following words _____."OR • "I move that the motion be amended by striking out the following words _____." OR "I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

Robert's Rules to Remember

▶ LIMIT DEBATE: You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question. After recognition, "I move to limit discussion to two minutes per speaker."

▶ REFER TO A COMMITTEE: You feel that an idea or proposal being discussed needs more study and investigation. • After recognition, "I move that the question be referred to a committee made up of members Smith, Jones and Brown."

▶ SUSPENDING THE RULES The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment. • After recognition, I move to suspend the rules and move item 5 to position 2." (MUST BE APPROVED BY 2/3rd of the Senate)

Robert's Rules to Remember

▶ POINT OF PERSONAL PRIVILEGE: Example: The noise outside the meeting has become so great that you are having trouble hearing, or the temperature in the room is uncomfortable, or some other concern. • Without recognition, "Point of personal privilege." • Chair: "State your point." • Member: "There is too much noise, I can't hear."

▶ POINT OF ORDER: It is obvious that the meeting is not following proper rules. E.g. a motion is passed without the right kind of vote, or a member is breaking the rules of debate. • Without recognition, "I rise to a point of order," or "Point of order." (Chair will then recognize)

▶ POINT OF INQUIRY You are wondering about some of the facts under discussion are being discussed. • Without recognition, "point of inquiry." (The Chair will recognize

Robert's Rules to Remember

- POINT OF PARLIAMENTARY INQUIRY You are confused about some of the parliamentary rules. • Without recognition, "Point of parliamentary inquiry."

- APPEAL FROM THE DECISION OF THE CHAIR The Chair has made a decision that you wish the body to vote on. • Without recognition, "I appeal from the decision of the Chair.

Your Parliamentarian Is Here To Help!

- I am here for you!

- Before, during or after meetings PLEASE feel free to contact me directly at sandymw@uoregon.edu.

- THANK YOU FOR YOUR SERVICE!