

Missouri State University Faculty Senate *2024-2025 Parliamentary Procedure Handout*

* The information below is for general education only. Please refer to the current edition of *Robert's Rules of Order* and the *Constitution and Bylaws of the Faculty* for the formal rules of the Faculty Senate.

Robert's Rules: Parliamentary Procedure

- Foundational Principles
 - Address 1 question/issue at a time
 - 1 vote per member
 - Majority decides
 - All members have rights
- Four (4) rights of members
 - Attend meetings, debate/discuss during meetings, make motions, vote
 - Bylaws may grant specific rights to different types of “members”

Faculty Senate: Membership

- Voting members (i.e., Senators)
 - All 4 rights
 - Chair of the Senate, Chair-Elect of the Senate, Secretary of the Faculty, academic department senators, ranked faculty senators, instructor senator, senior instructor senator, and clinical faculty senator
- Non-voting members (i.e., Delegates)
 - 3 rights- attend meetings; debate/discuss; make motions
 - Student Government Association rep, Graduate Student Council rep, and Staff Senate rep

Robert's Rules: Main Motion and Resolution

- They are the same in function
 - A statement to do some type of business within the authority of the group/association
 - Examples- (a) express a certain view, (b) write a policy, (c) investigate an issue
- Key difference is a main motion is direct and simple; a resolution is more complex so it requires more content (e.g., “Whereas...” and “Therefore, be it resolved...”)
- NOTE
 - When a motion/resolution is seconded, it then belongs to the Senate and not the person who made the motion
 - Other motions used to manage the main motion (e.g., Postpone) or manage the overall meeting (e.g., Parliamentary Inquiry) [see senator name plates]

Faculty Senate: Resolution, Internal Action, and Senate Action

- Resolution
 - The Faculty Senate's shared view on a specific issue that it wants to share with the university administration but for information purposes only
 - Example- [May 2017 Faculty Senate Resolution on MOSER retirement plan \(p. 8\)](#)
- Internal Action

- A decision of the Faculty Senate to pursue business that does not extend beyond the boundaries of the Senate
- Sharing this business with the university administration is optional
- Example- [May 2017 Faculty Senate Internal Action on Merit Pay system \(p. 9\)](#)
- Senate Action
 - A decision of the Faculty Senate to pursue business within its governing authority as granted to it by the University President or the Board of Governors
 - This decision is shared with and approved/disapproved by university administration
 - Example- [October 2015 Senate Action on Reciprocity of Old General Education \(p. 1\)](#)

Rules of Decorum

- Confine remarks to the merits of the pending question
- Refrain from attacking a member's motives
- Address all remarks through the chair
- Avoid the use of members' names
- Refrain from speaking adversely on a prior action not pending
- Refrain from speaking against one's motion
- Read from reports, quotations, etc. only without objection or with permission
- Be seated during an interruption by the chair
- Refrain from disturbing the assembly