

*Faculty Senate*

*Orientation Manual*

*2008 -2009*

# Agenda

## Faculty Senate Orientation

August 19/20, 2008

8:30 a.m. – 9:30 a.m.

Russell Union Room 2054

Welcome and Introductions..... Marc Cyr

2008-2009, Chair, Senate Executive Committee  
Moderator, Faculty Senate  
Associate Professor, Department of Literature and Philosophy

Role and Structure of the Senate..... Marc Cyr

On Being an Active Senator .....Clara Krug

2007-2008 Senator  
Professor, Department of Foreign Languages

Basic Rules of Order for Senate Deliberation .....Bob Cook

Senate Parliamentarian  
Acting Associate Dean, College of Information Technology

Foundational Documents..... Marc Cyr

Practical Matters..... Marc Cyr

Questions/Answers

## Senate Listserv

### ► To subscribe to the Senate Listserv:

Send a non-signed message to: [listserv@georgiasouthern.edu](mailto:listserv@georgiasouthern.edu)

In the body of the message type only the following text: **subscribe senate FIRSTNAME LASTNAME**  
Substitute appropriate first name in the place of FIRSTNAME and substitute your appropriate last name in place of LASTNAME

### ► To send a message to the Senate Listserv: [senate@georgiasouthern.edu](mailto:senate@georgiasouthern.edu)

The Senate maintains a Listserv, an electronic mailing list for all Senate members and alternates. If you change your e-mail address, alias, etc., please contact the list owner, Ms. Ginger Malphrus.

The Senate Listserv is a great way to discuss issues outside the actual senate meetings themselves. Such discussion allows exploration of options and clarification of elements involved so that discussion in meetings can be better focused and clearer, leading (one hopes) to more effective and timely action.

## Faculty Senate Office

### ► E-mail Address: [fsoffice@georgiasouthern.edu](mailto:fsoffice@georgiasouthern.edu)

The Faculty Senate Office is located in the Marvin Pittman Administration Building, President's Suite, Room 1009C. The address is PO Box 8033-1.

Ms. Ginger Malphrus, who works in the President's Office, provides administrative support and maintains the Senate Web Page and Listserv. Her phone number is 478-5144. Her e-mail is [ginmal@georgiasouthern.edu](mailto:ginmal@georgiasouthern.edu), or you may use the Senate Office e-mail above.

**Faculty Senate Web Page**  
<http://academics.georgiasouthern.edu/facultysenate/>

**Current Business**

<http://academics.georgiasouthern.edu/facultysenate/index.html>

**Calendar**

<http://academics.georgiasouthern.edu/facultysenate/calendar.html>

**Membership**

<http://academics.georgiasouthern.edu/facultysenate/membership.html>

**Senate Committees**

<http://academics.georgiasouthern.edu/facultysenate/committees.html>

**University Committees**

<http://welcome.georgiasouthern.edu/president/committee.html>

**SEC Request Forms**

<http://academics.georgiasouthern.edu/facultysenate/docket/forms.php>

**Senate Docket**

<http://academics.georgiasouthern.edu/facultysenate/docket/list.php>

**Faculty Elections**

[http://academics.georgiasouthern.edu/facultysenate/elections/election\\_links.html](http://academics.georgiasouthern.edu/facultysenate/elections/election_links.html)

**Committee Vacancies**

<http://academics.georgiasouthern.edu/facultysenate/vacancies.html>

**Senate Policies/Procedures**

<http://academics.georgiasouthern.edu/facultysenate/policies.html>

**Orientation Manual**

[http://academics.georgiasouthern.edu/facultysenate/otherdocs/orientation\\_manual.pdf](http://academics.georgiasouthern.edu/facultysenate/otherdocs/orientation_manual.pdf)

**Archive**

<http://academics.georgiasouthern.edu/facultysenate/archive.html>

**Misc. Documents**

<http://academics.georgiasouthern.edu/facultysenate/otherdocs.html>

**Misc. Forms**

<http://academics.georgiasouthern.edu/facultysenate/forms.html>

# On Being an Active Senator: Some Suggestions

## 1. Plan to attend all meetings.

- ▶ Record the two dates for all meetings of the Faculty Senate as they are published in Spring Semester. Senate meetings last from 4 - 6:00 p.m. (unless members vote to extend the meeting); some Senate meetings reconvene the following day.  
<http://academics.georgiasouthern.edu/facultysenate/calendar.html>
- ▶ As soon as you know that you cannot attend a meeting, contact one of the alternates from your college. <http://academics.georgiasouthern.edu/facultysenate/membership.html>
- ▶ If you are an alternate, attend at least one meeting of the Faculty Senate as an observer. If you have not yet served as a Senator, observing will help you “get your feet wet.” If you have been a Senator in the past, it will acquaint you with the “new Senate.”

## 2. Stay informed

- ▶ Be aware of the *Statutes and Bylaws*.  
<http://academics.georgiasouthern.edu/facultysenate/policies.html>
- ▶ Five days before each meeting, check the Senate web site. Print hard copies of the minutes of the previous meeting, the agenda for the next meeting and any attachments. You might want to print out the Librarian’s Report, if any issues seem likely to come up; the Librarian’s Report contains the minutes of the Undergraduate Committee and the Graduate Committee.  
<http://academics.georgiasouthern.edu/facultysenate/committees.html>
- ▶ Study all of these items and hard copies of the attachments to the agenda prior to the Senate meeting. Be prepared to ask questions. (Links to the attachments are contained in the document.)

## 3. Seek information and follow up on that information as needed.

- ▶ Submit to the Senate Executive Committee (SEC) in a timely manner the necessary request for information, request for an ad hoc committee, or *request to place an item on the agenda*.  
<http://academics.georgiasouthern.edu/facultysenate/docket/forms.php>  
Remember to include at least one reason for your request. (The SEC request forms may be accessed at the link above.)
- ▶ If you submit a written request for information prior to a Senate meeting and receive an oral/written report at that meeting, you may want to act upon information included in that report at a subsequent meeting; perhaps by requesting an ad hoc committee to study it, or perhaps by requesting that the information/concern be included on the agenda as an item for discussion, and perhaps action.
- ▶ If you have questions about the decisions made and/or actions taken during a meeting of the Graduate Committee, the Undergraduate Committee, or a Senate committee as reported in documents either prior to or during a particular Senate meeting, you may ask that they be discussed during “New Business” at the same meeting. You may also choose to follow up by submitting one of the formal requests (cf. above) to the SEC prior to a subsequent Senate meeting.

▶ In short, to secure answers to some questions/concerns, you may need to submit a series of requests to the SEC over a period of several Senate meetings.

4. Participate in discussion during Senate meetings.

▶ If you know you have questions, additional information, etc., it's a good idea to draft these for clarity's sake.

5. Share information with other Senators and other colleagues.

▶ Notify colleagues in your department when Senate minutes appear on the web site.

▶ Ask colleagues' opinions about issues that are on the agenda.

▶ If there is a department in your college with no Senate representation, identify a colleague there with whom to share information.

▶ Establish a caucus of your college's Senators to discuss potential requests for information, ad hoc committees, and agenda items.

6. Have a sense of humor

# Roberts Rules Abbreviated

| LANGUAGE   |   | INTERRUPT<br>SPEAKER? | SECOND<br>NEEDED? | MOTION<br>DEBATABLE? | MOTION<br>AMENDABLE? | VOTE<br>NEEDED?   |
|--|---|-----------------------|-------------------|----------------------|----------------------|-------------------|
| <b>PRIVILEGED MOTIONS</b> deal with the welfare of the group, rather than with any specific proposal. They must be disposed of before the group can consider any other motion. |   |                       |                   |                      |                      |                   |
| Adjourn the meeting  | I move that we adjourn                        | no                    | yes               | no                   | no                   | majority          |
| Recess the meeting   | I move we recess until                        | no                    | yes               | no                   | yes                  | majority          |
| Complain about noise, room temperature etc.  | Point of privilege                            | yes                   | no                | no                   | no                   | none, chair rules |
| <b>SUBSIDIARY MOTIONS</b> provide various ways of modifying or disposing of main motions. They must be acted upon before all other motions except privileged motions.          |   |                       |                   |                      |                      |                   |
| Suspend debate on a matter without calling for a vote  | I move we table the matter                    | no                    | yes               | no                   | no                   | majority          |
| End debate   | I move the previous question                  | no                    | yes               | no                   | no                   | 2/3 majority      |
| Limit length of debate   | I move debate on this matter be limited to    | no                    | yes               | no                   | yes                  | 2/3 majority      |
| Ask for a vote by actual count, to verify a voice vote   | I call for a division of the house            | no                    | no                | no                   | no                   | none*             |
| Postpone consideration of a matter to a specific time  | I move we postpone the matter until           | no                    | yes               | yes                  | yes                  | majority          |
| Have a matter studied further  | I move we refer this matter to a committee    | no                    | yes               | yes                  | yes                  | majority          |
| Consider a matter informally   | I move the question be considered informally  | no                    | yes               | yes                  | no                   | majority          |
| Amend a motion   | I move that this motion be amended by         | no                    | yes               | yes                  | yes                  | majority          |
| Reject a main motion without voting on the motion itself   | I move the question be postponed indefinitely | no                    | yes               | yes                  | no                   | majority          |
| <b>INCIDENTAL MOTIONS</b> grow out of other business that the group is considering. They must be decided before the group can return to the question that brought them up.     |   |                       |                   |                      |                      |                   |
| Correct an error in parliamentary procedure  | Point of order                                | yes                   | no                | no                   | no                   | none, chair rules |
| Object to a ruling by the chair  | I appeal the chair's decision.                | yes                   | yes               | yes                  | no                   | majority          |
| Consider a matter that violates normal procedure, but does not violate the constitution or bylaws  | I move we suspend the rules                   | no                    | yes               | no                   | no                   | 2/3 majority      |
| Object to considering some matter  | I object to the consideration of this matter  | yes                   | no                | no                   | no                   | 2/3 majority      |
| Obtain advice on proper procedure  | I raise a parliamentary inquiry               | yes                   | no                | no                   | no                   | none, chair rules |
| Request information  | Point of information                          | yes                   | no                | no                   | no                   | none              |
| Withdraw a motion  | I request leave to withdraw the motion        | no                    | no                | no                   | no                   | majority          |
| <b>MAIN MOTIONS</b> are the tools used to introduce new business.  |   |                       |                   |                      |                      |                   |
| Introduce business   | I move that                                   | no                    | yes               | yes                  | yes                  | majority          |
| Take up a matter previously tabled   | I move we take from the table                 | no                    | yes               | no                   | no                   | majority          |
| Reconsider a matter already disposed of  | I move we reconsider our action relative to   | yes                   | yes               | yes                  | no                   | majority          |
| Strike out a motion previously passed  | I move we rescind the motion calling for      | no                    | yes               | yes                  | yes                  | majority          |
| Consider a matter out of its scheduled order   | I move we suspend the rules and consider      | no                    | yes               | no                   | no                   | 2/3 majority      |

\*But majority vote if someone objects.

# Foundational Documents

Key Documents are:

Board of Regents' Policy Manual  
University *Statutes*  
*Bylaws of the Faculty Senate*

Board of Regents' Policy Manual  
<http://www.usg.edu/regents/policymanual/>

## Policy Manual: Section 200: Institutional Governance

### *204 PRESIDENTIAL AUTHORITY AND RESPONSIBILITIES*

The president of each institution in the University System shall be the executive head of the institution and of all its departments and shall exercise such supervision and direction as will promote the efficient operation of the institution. The president shall be responsible to the Chancellor for the operation and management of the institution and for the execution of all directives of the Board and the Chancellor. The president's discretionary powers shall be broad enough to enable him/her to discharge these responsibilities. (BR Minutes, 1972-74, pp. 69-71; 1977-78, pp. 167-168; April, 2007, pp. 76-77)

## Policy Manual: Section 300: Academic Affairs

### *302.06 FACULTY RULES AND REGULATIONS*

The faculty, or the council, senate, assembly, or such other comparable body, shall make, subject to the approval of the president of the institution, statutes, rules and regulations for its governance and for that of the students; provide such committees as may be required; prescribe regulations regarding admission, suspension, expulsion, classes, courses of study, and requirements for graduation; and make such regulations as may be necessary or proper for the maintenance of high educational standards. A copy of the statutes, rules and regulations made by the faculty shall be filed with the Chancellor. The faculty shall also have primary responsibility for those aspects of student life which relate to the educational process, subject to the approval of the president of the institution. (BR Minutes, 1986- 87, p. 333).

# University *Statutes*

[http://welcome.georgiasouthern.edu/president/Statutes\\_effective\\_5\\_9\\_01.pdf](http://welcome.georgiasouthern.edu/president/Statutes_effective_5_9_01.pdf)

The University *Statutes* take precedence over the Senate *Bylaws*.

The *Statutes* describe, in a nutshell, the University's structure and its governance. Its sections include:

Preamble

Article I: The University

Article II: The President

Article III: Academic Administration

Article IV: The Faculty

Article V: The Faculty Senate

Article VI: Academic Colleges and Departments/Schools

Article VII: Business and Finance Administration

Article VIII: Student Affairs Administration

Article IX: University Advancement

Article X: Professional/Administration Staff Employees

Article XI: Ratification

Article XII: Amendments

Article XIII: Miscellaneous Provisions

One Article, Article V, deals with the Senate. The *Statutes* do not go into as much detail about the Senate as the *Bylaws*. They are more general, but they take precedence over *Bylaws*. *Bylaws* cannot contradict *Statutes*. Revisions of the *Statutes* must be approved by the faculty, the President, the Chancellor, and the Board of Regents. The *Statutes* were last revised in 2001.

# Faculty Senate *Bylaws*

<http://academics.georgiasouthern.edu/facultysenate/policies/bylaws%20final%20amended%20November%2027,%202007.pdf>

*Bylaws* are given the authority to direct the legislative affairs of the Georgia Southern University faculty by Article V, Section 12, of the University *Statutes* which state, “The Faculty Senate shall operate in accordance with its *Bylaws* which must be approved by the Corps of Instruction. The Faculty Senate through its *Bylaws* shall establish standing committees or ad hoc committees to recommend policy and/or procedures on all matters appropriate to each respective area of responsibility. The Faculty Senate reserves the right to resolve all jurisdictional disputes and procedural questions that may arise among the committees.”

The purpose of the *Bylaws* is described in Sections 1 and 2 of Article I of the *Bylaws*.

Article I: Purpose

Article II: Membership/Meetings

Article III: Officers

Article IV: Committees (includes Senate Executive Committee, Standing and Ad Hoc)

Article V: Ratification/revision

Article III is most lengthy as it charges the committees, which do most of the work of the Senate.

The *Bylaws* were last revised in 2007.

There is nothing more specific to the Senate business, structure, and governance than the *Bylaws*. They are the Senate’s *Bible*, *Constitution*, and *Bill of Rights*.

# Faculty Senate Practical Matters

The documents below are located on the Senate Web Page.

## PARLIAMENTARY PROCEDURES (LOCATED UNDER POLICIES)

This link points to a ready-reference guide intended for use by “practicing” parliamentarians in student organizations. In keeping with that purpose, the material is organized into four sections. Section One contains preliminary information intended to prepare one for participation in the art and science of transacting the business of an organization. Section Two may prove the most useful to beginning parliamentarians as it organizes parliamentary actions in the general order in which they normally arise at an “average” meeting of a group or club. Section Three is an attempt to condense much of the material into chart and hierarchical form so that one can see the big picture. Section Four includes additional detailed information.

## ROBERT’S RULES OF ORDER (LOCATED UNDER POLICIES)

Clicking on this link will take you to a complete compilation of *Robert’s Rules of Order Revised* which was first published by General Henry Robert in 1876 and is perhaps the most widely followed body of parliamentary procedures in the world.

## PROTOCOL (LOCATED UNDER POLICIES)

This page contains a brief summary of some of the information that you are being provided today. From the perspective of practical matters, it points out that you should be on the lookout for three important documents about 2 weeks (10 days) prior to each Senate meeting: a) Senate Agenda; b) Librarian’s Report, an informative summary of all submitted minutes by standing committees; and c) Minutes of the previous Senate meeting.

## SCHEDULE OF MEETINGS (LOCATED UNDER CALENDAR)

In addition to a list of Senate meeting dates, this screen also lists the dates agenda items are due for each meeting. This will be important if you want to ask the Senate Executive Committee to place a particular item on the agenda. There’s also a printable calendar listing the meeting dates and the dates the agenda items are due.

## SENATORS/ALTERNATES 2008-2009 (BY COLLEGE) (LOCATED UNDER MEMBERSHIP)

This page contains links to a list of Senate members and Alternates (by College) (including their respective units and term expiration dates).

## STANDING COMMITTEE LISTS (LOCATED UNDER COMMITTEES)

This link contains lists of standing committees (including e-mail address and term expiration dates) and their membership, and is a great place to see how each committee is structured and who will be serving with you on the various committees. You can also find various committee minutes from links on this page.