

# **Faculty Senate**

## **Basic Parliamentary Procedures for Members**

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**Parliamentarian**

# **Governing documents:**

**University of Florida Constitution**

**Faculty Senate Bylaws**

**Florida Law:**

**Sunshine Law**

**Public Records Law**

## **Bylaw 4**

**Agenda – (C)**

**Conduct of Business – (G)(2)**

**Voting – (G)(3)**

**Agenda is prepared by the  
Steering Committee and consists  
of three parts:**

**Reports of the President and/or Provost**

**Information Agenda**

**Action Agenda**

## **Information Agenda:**

**Items presented in brief written report  
and presented orally to the Senate.**

**Discussion opened if at least 10  
Senators agree.**

# **Action Agenda:**

**Matters to be decided at the current meeting**

# **Transfer from Information to Action Agenda:**

**2/3 Vote of the Senators present**

**Quorum: consists of members present.**

**Proxies are not recognized.**



## **Voting ordinarily by voice except:**

- (1) By show of hands at the discretion of the chair or the request of one member, or**
- (2) By signed written ballot at the request of 20 members.**

## **Motions:**

**Are used to accomplish business**

**Precede discussions**

**Generally require a second**

## **Subsidiary motions:**

**Are made when the main motion is pending**

**May change the content of the motion**

**May limit, extend, or close debate**

## **Ranking of motions:**

**Lay on the table**

**Previous question**

**Postpone definitely**

**Commit or recommit (refer to a committee)**

**Amend**

**Postpone indefinitely**

**Main motion**

**When a subsidiary motion is pending:**

**Motion lower on the list is not in order.**

## **Motion to Amend:**

**Must be related to motion**

**No limit to the number allowed but only two  
can be pending**

**Amendment to amendment is allowed, but**

**Amendment to amendment is not  
amendable.**

**“Friendly amendments” should be treated  
as motions to amend.**

## **Previous question:**

**Needs a second**

**2/3 vote required**

**Not debatable**

## **Parliamentarian advises chair.**

**Member with second can appeal chair's ruling.**

**Point of order can be raised for breach of rules of order.**



## **Sunshine Law (or Open Meetings Law)**

- **Notice requirement**
- **Minutes**
- **Discussion only at noticed meeting**
- **Access**

## **Public Records Law**

- **Definition**
- **Requests**
- **Retention**