Executive Committee 2021-2022
Mark Magnusson, M. D. (Medicine), Chair
Ryan Middagh, D. A. (Blair), Vice Chair
Rebecca Swan, M.D. (Medicine), Chair-elect
Elizabeth Catania, Ph.D. (Arts & Sciences), Vice Chair-elect
Catherine McTamaney, Ed.D. (Peabody), Past Chair
Ben Harris, MM (Blair), Past Vice Chair
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MAIN MOTION: WHAT DOES THE SENATE WANT TO DO?

SECONDARY MOTIONS: HELP ADDRESS MAIN MOTION

PRIVILEGED MOTIONS & ORDER OF PRECEDENCE

ROBERTS RULES CHEAT SHEET

PROCEDURE FOR HANDLING A MAIN MOTION

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

RULE CLASSIFICATION AND REQUIREMENTS

Additional Documents

Contact the Office of the Faculty Senate
Vanderbilt University Faculty Senate Executive Committee (EC) 2021-2022

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Office of the Faculty Senate
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615-322-3030
Vanderbilt University Faculty Senate 2021-2022 Calendar

**Faculty Senate Meetings**
Thursdays from 4:10 to 5:30 pm
Zoom until further notice

- Thursday, September 2, 2021
- Thursday, October 7th, 2021
- Thursday, November 4th, 2021
- Thursday, December 9th, 2021
- Thursday, January 13th, 2022 (Elected Senators Only)
- Thursday, February 3rd, 2022
- Thursday, March 3rd, 2022
- Thursday, April 7th, 2022
- Thursday, May 5th, 2022

**Faculty Senate Assembly Meetings**
Fall Faculty Assembly August 26th, 2021
Spring Faculty Assembly April 28th, 2022
DEANS OF SCHOOLS

Deans are members with a vote.

JEFFREY BALSER
School of Medicine

CAMILLA BENBOW
Peabody College

LORENZO F. CANDELARIA
Blair School of Music

ANDRÉ CHRISTIE-MIZELL
Graduate School

PHILIPPE M. FAUCHET
School of Engineering

JOHN GEER
College of Arts and Science

CHRIS GUTHRIE
Law School

PAMELA JEFFRIES
School of Nursing

M. ERIC JOHNSON
Owen Graduate School of Management

LARRY MARNETT
Basic Sciences

EMILIE TOWNES
Divinity School
EX OFFICIO MEMBERS

*Ex Officio members are without a vote.*

VANESSA BEASLEY
Vice Provost for Academic Affairs and Dean of Residential Faculty

GORDON BERNARD
Executive Vice President for Research, Senior Associate Dean for Clinical Sciences

GL BLACK
Dean of Students

DONALD BRADY
Parliamentarian

DOUG CHRISTIANSON
Vice Provost for University Enrollment Affairs and Dean of Admissions and Financial Aid

ANDRÉ L. CHURCHWELL
Vice Chancellor for Equity, Diversity, & Inclusion and Chief Diversity Officer

DANIEL DIERMEIER
Chancellor

STEVE ERTEL
Vice Chancellor for Communications

TRACEY GEORGE
Vice Provost for Faculty Affairs

NATHAN GREEN
Vice Chancellor for Government and Community Relations

ANDERS HALL
Vice Chancellor for Investments and Chief Investment Officer

BEN HARRIS
Past Vice-Chair of Faculty Senate

ERIC KOPSTAIN
Vice Chancellor for Administration
JOHN LUTZ  
Vice Chancellor for Development and Alumni Relations

CATHERINE MCTAMANEY  
Past Chair of Faculty Senate

JOHN PENN  
Associate Dean for Faculty Affairs

JENNIFER PIETENPOL  
Executive Vice President for Research

PADMA RAGHAVAN  
Vice Provost for Research

DAVID RAIFORD  
Chief of Clinical Staff

C. CYBELE RAVER  
Provost and Vice Chancellor for Academic Affairs

CLEO RUCKER  
Associate Vice Chancellor for Human Capital and Business Services

ALEX SEVILLA  
Vice Provost, Career Advancement and Engagement

RUZA SHELLAWAY  
Chief General Counsel

CANDICE STOREY LEE  
Vice Chancellor for Athletics and University Affairs and Athletics Director

BRETT SWEET  
Vice Chancellor for Finance, Information Technology, and Chief Financial Officer

and other such administrative officers as the Senate may invite
Who is the Faculty Senate?

- Representative, deliberative, legislative body of the Faculty
- Reviews and evaluates educational policies & practices of the University, often making recommendations
- Facilitates and encourages communication within the University, among Schools, and between faculty, students, & Administration
- Is a voice for the faculty

WHAT DOES IT DO?
The Senate enables effective participation of the Faculty in the governance and development of the University. It serves as a path of communication between the University's constituencies. The Senate initiates, formulates, guides discussions, and recommends academic and other related policies that affect Faculty and the University.

FACULTY SENATE ACHIEVEMENTS

- Members of the Executive Committee were actively engaged in the Return to Campus planning
- Faculty Senate distributed resources for remote work, mental health, and education tools through the Faculty Engaged Newsroom
- Engaged with the Office of Research regarding the Vanderbilt Electronic Research Administration (VERA) System and its implications for university research and hosted a Faculty Town Hall on VERA
- Welcomed Chancellor Diermeier to the University and began to develop regular conduits for communication and input
- Recommended membership to Provost standing committees with faculty representing diverse expertise
- Continued active work of the Task Force on Administerial Efficiency (TFAE)
- Collaborated with Vice Chancellor Lee to provide faculty feedback on new supports in athletics, to be detailed more fully in next Faculty Engage newsletter
- Collaborated with Vice Provost Tracey George to distribute guidance regarding Title IX rules
- Emphasis on Civility and Community
- Launched Task Force on Administerial Efficiency, chaired by Past Senate Chair, Vicki Greene
- Continued Social Media Campaigns and Newsroom
• Partnered with the Chancellor’s Lecture Series by hosting Community Conversations on the following day

• Partnered with Communications in nominating and celebrating the staff members of the “I am Vanderbilt” campaign

FACULTY SENATE GOALS: ENHANCING EXCELLENCE THROUGH SYMBIOSES AND SYNERGIES

• Symbioses - Mutually beneficial relationships between different people or groups
• Synergies - Interactions or cooperation that produce a combined effect greater than the sum of the separate effects
New Senator Orientation Information

New Senator To-Do List

- Put all Faculty Senate meetings on your calendar. Attendance expected
  - Schedule of Meetings
- Read the Faculty Senate Constitution
- Read Vanderbilt University Faculty Senate Rules of Order
- Read the Vanderbilt BOT By-Laws
  - In particular, Chapter II, Immediate Government of the University, Part D
- Contact your committee chair if they have not contacted you yet
- Familiarize yourself with your committee charges
- Read the Standing Committee year-end/final reports for the last two years (when available) for the standing committee you serve on and be an active committee member.
  - View year-end reports here

During your time as a Senator:

- Communicate with other members of your college representation to engage in constituents and elevate concerns to the Senate.
- Let Executive Committee members know if you have any questions.
SENATE COMPOSITION:

Voting Members:
- 66 voting Senators
- Deans from all 11 VU colleges & schools
- Total of 77 voting members

Non-Voting Members:
- Chancellor, Provost, Vice Chancellors
- Immediate Past Chair and Immediate Past Vice Chair
- Four appointment administrative staff members from the Provost
- Other such administrative officers as the Senate may invite

Executive Committee
- 6 members: Chair, Vice Chair, Chair-elect, Vice Chair-elect, Immediate Past Chair, Immediate Past Vice Chair

Standing Committees and Task Forces
The Faculty Senate has 8 Standing Committees. Each standing committee has a chair, an EC liaison, and elected Senators. Non-members may serve on committees.
SENATOR TERMS:
- Three-year term, effective July 1 through June 30
- Senators serve up to two consecutive terms. There is a three year wait for next term
- Each year, 1/3 of the Senate body rolls off the Senate

FACULTY SENATE MEETING SCHEDULE:
- Senate meetings are usually on the first or second Thursday of each month at 4:10
- This year, one meeting is reserved for elected senators only. No minutes are taken at this meeting.
- All other meetings of the Senate are open to members of the Faculty Assembly, Chief Administrative Officers, and guests.
- Only elected senators and deans may vote
- A simple majority of elected members (34) constitutes a quorum
- A majority of committee members similarly constitutes a quorum

TYPICAL AGENDA FOR MONTHLY FACULTY SENATE MEETINGS:
- Call to Order
- Approval of Minutes of Previous Meeting
- Report of the Executive Committee
- Remarks by the Chancellor/Interim Chancellor
- Standing Committee Reports
- Ad Hoc Committee Reports
- Old Business
- New Business
- Scheduled Remarks
- Good of the Senate and Adjournment

The transaction of business proceeds according to Robert’s Rules of Order, until the Senate decides to adopt its own regulations and Rules of Order.
Faculty Senate Membership & Duties

SENATOR EXPECTATIONS:
- Attend meetings: A quorum is required for all voting matters! Plan on attending each full Senate meeting for the full session from 4:10 to 5:30 p.m.
- Participate in standing committee work, attend meetings, and represent concerns from your colleagues. Standing committee meeting times vary and are set by each committee in consultation with committee membership.
- Communicate to and with your constituents
  - Senator communication with represented faculty constituents is essential
  - Please inform EC members of concerns expressed by your constituents
- Email the Faculty Senate at facultysenate@vanderbilt.edu if you need assistance.
- Stay informed by reading MyVU and MyVUMC
- Familiarize yourself with Robert’s Rules of Order and Senate functions

FACULTY SENATE ROBERT’S RULES OF ORDER
- Robert’s Rules of Order, Newly Revised, 12th edition is the Faculty Senate parliamentary authority
  - Cited as RONR (12th edition) with appropriate page and section numbers
- For background information on Robert’s Rules refer to the official website
- We also include a summary on Robert’s Rules in this manual
EXECUTIVE COMMITTEE (EC)

EC positions are elected by the Senate body; first year Senators may run for Chair-elect and Vice Chair-elect positions.

The EC:
1. Oversees the work of the Senate and the standing committees
2. Meets weekly
3. Meets monthly with the Provost and the Chancellor
4. Is the only committee authorized to act and speak on behalf of Faculty Senate membership
   a. See Rules of Order IV.C
5. Works closely with the Administrative Coordinator, Stacey McCarty, to ensure that the Senate’s business is conducted appropriately and timely.
6. Appoints Senate standing committees, each with an EC liaison
7. Makes assignments to Senate standing committees pursuant to the committee’s charge. It may also assign matters to any committee for consideration. In consultation with committee chairs, the EC may appoint non-Senators to serve on standing committees if workload or subject matter warrants.
8. May create ad-hoc committees or task forces for issues that do not fall within charges of Standing Committees or when directed to do so by the Senate.
9. Participates as members of the Senate’s Consultative Committee, which oversees the selection of finalists for the Branscomb, Heard, Wyatt, and Jefferson Awards.
10. Is a liaison between faculty and administration
# Senate Standing Committees

<table>
<thead>
<tr>
<th>Committee</th>
<th>Chair</th>
<th>EC Liaison</th>
</tr>
</thead>
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<td>1. Academic Policies and Services (APS)</td>
<td>Adam Anderson &amp; Queen Henry Okafor</td>
<td>Elizabeth Catania</td>
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<tr>
<td>2. Diversity, Equity, &amp; Inclusion (DEI)</td>
<td>Jonathan Waters &amp; Ji Hye Jung</td>
<td>Ryan Middagh</td>
</tr>
<tr>
<td>3. Faculty Life (FLC)</td>
<td>Katherine Hartmann &amp; ML Sandoz</td>
<td>Mark Magnuson</td>
</tr>
<tr>
<td>4. Faculty Manual (FMC)</td>
<td>Katherine Friedman</td>
<td>Mark Magnuson</td>
</tr>
<tr>
<td>5. Grievances (GrC)</td>
<td>Catherine McTamaney</td>
<td>Catherine McTamaney</td>
</tr>
<tr>
<td>6. Senate Affairs (SAC)</td>
<td>Debra Friedman &amp; Cindy Reinhart-King</td>
<td>Rebecca Swan</td>
</tr>
<tr>
<td>7. Strategic Planning and Academic Freedom (SPAF)</td>
<td>Saralyn Williams</td>
<td>Ryan Middagh</td>
</tr>
<tr>
<td>8. Student Life (SLC)</td>
<td>Sandra Rosenthal &amp; Alissa Hare</td>
<td>Ben Harris</td>
</tr>
</tbody>
</table>

Senators on most university-level committees serve to help avoid duplication of work between senate standing committees and university committees.

**TASK FORCES**

- Task Force on Administerial Effectiveness (TFAE)
- Task Force on Clinical, Practice, Lecture and Research Faculty Standing (CPRL)

All committee charges and year-end reports are available on the [Faculty Senate website](#).
FACULTY SENATE STANDING COMMITTEES: TYPES OF CHARGES AND RESPONSIBILITIES

- The Faculty Senate has standing charges and academic year charges.
  - See Standing Committee Members
  - See Standing Committee Charges
  - Academic year charges are developed based on the needs of the faculty, students, leadership, and institution. Charges are developed in conjunction with the EC and chairs of each standing committee.
- Continuing charges are those initiated in one academic year that continue into the next academic year
- Chair(s) of each Standing Committee will oversee the completion of academic year charges
- All committee member duties:
  - See Rules of Order IV.B.1

COMMITTEE MOTIONS:

- Motions are due to the Vice Chair of the Faculty Senate 14 calendar days before the Senate meeting
- Review charges and year-end reports for your committee for the past two years
SENATE COMMITTEES: STANDING CHARGES

Visit our website for a current list of standing committee members.

Academic Policies and Services (APS)
To be concerned with new schools, new programs and new degrees. To consider policies regarding academic honors, leaves, grants, promotions, departmental and divisional chairmanships, programs abroad, the academic calendar, career planning and placement, Vanderbilt University Library, Information Services, the bookstore, and the University Press.

Diversity, Equity, & Inclusion (DEI)
To be concerned with policies, programs, and practices that will ensure considerations of diversity, equity, and inclusion in the Faculty Senate and in the University.

Faculty Life (FLC)
To be concerned with policies relating to wages and salaries, fringe benefits, management of investments, employment of non-academic personnel, faculty intellectual property including copyrights and patents, buildings and grounds, space, campus communications, traffic, parking, food services, and campus security.

Faculty Manual (FMC)
To be concerned with all changes and proposed changes to the Faculty Manual and changes in other University policies that have a direct bearing on the Faculty Manual. To be concerned with compliance and regulatory changes from federal/state agencies and other regulatory bodies that require revisions to the Manual. To be concerned with policy issues arising within the Colleges and Schools at Vanderbilt that require clarification of the Manual, especially where congruence between the Schools and University is concerned. To ensure that any changes to the Manual are clearly identified, communicated, and archived annually.
Grievances (GrC)
To be concerned with grievances arising under Part IV, Chapter 2, Section B of the Faculty Manual (those that arise from issues other than reappointment, tenure, and promotion).

Senate Affairs (SAC)
To be concerned with all matters pertaining to the functioning of the Senate. Responsible for a continuing review of the Rules of the Senate, recommending new rules when appropriate, and assisting in the interpretation of existing rules. Considers proposed revisions of the Constitution of the Faculty Assembly and Senate when this duty is assigned by the Senate.

Strategic Planning and Academic Freedom Committee (SPAF)
To be concerned with long-term strategic planning and governance issues of the university. To be concerned with policy regarding professional ethics, conscience, and academic freedom under Article II, Section 3e of the Senate Constitution.

Student Life (SLC)
To be concerned with policies relating to student matters including residential colleges, rules and discipline, future composition of the student body, fraternities and sororities, intercollegiate athletics and club sports, intramurals, the Honor System, faculty-student relations, religious affairs, and the student health service.
FACULTY SENATE TASK FORCES

Visit our website for a current list of task force committee members.

Task Force on Administerial Effectiveness (TFAE)

The purpose of the Task Force on Administerial Effectiveness (TFAE) is to engage a team of faculty, staff and administrators to mitigate concerns about the efficient use of resources such as time, support personnel, and access to data in executing administrative activities. A further aim is to ensure that Vanderbilt provides a positive culture in which the administration supports the faculty in teaching, research and service and reciprocally, the faculty engages effectively with the administrative and regulatory landscape for effective stewardship of university resources. The Task Force should recognize that a key resource is faculty, whose focus is best kept on engagement with key stakeholders such as students and trainees; communities of research, scholarship, and creative expression; funding agencies; and in participation in shared governance.

Task Force on Clinical, Practice, Lecture and Research Faculty Standing (CPRL)

The Task Force on Clinical, Practice, Lecture and Research Faculty Standing (CPRL) is to develop recommendations to address structural, organizational, and cultural barriers to the full and equitable contributions of scholars, researchers, practitioners, and artists across the university.

- The purpose is to run meetings efficiently. It is not a reflection of an adversarial relationship, as has often been misinterpreted.
  - It is not a means whereby someone with knowledge of Robert’s Rules can hijack the meeting. The Chair and Parliamentarian ensure that does not happen.
- It is merely the language we use to conduct Senate meetings.
  - What do we want to do? (MOTIONS are the means to transact business)
  - What is we want to modify what we do? (ex. AMEND, COMMIT)
  - How can we talk about what we want to do, and, if necessary, how we might modify it? (ex. LIMIT OR EXTEND DEBATE)
  - Ultimately, how can we perform this process fairly (everyone gets to be heard) and efficiently (we stay on topic)?
  - The Chair’s role is to facilitate the meeting with the aid of Robert’s Rules. The Chair consults the Parliamentarian when he or she is unsure.

MAIN MOTION: WHAT DOES THE SENATE WANT TO DO?

3 steps (See FS ROO III.D for steps required to bring a motion to a FS meeting):

1. The maker of Motion A makes the motion.
2. The motion must be seconded. A second does not mean the seconder agrees with the motion—just that the motion should be discussed.
3. The Chair states the question. At that point the motion becomes the property of the Senate.

Example:

   A: “I move that we spend $10 for each member to order lunch from Subway.”
   B: “Second.” (If there is no second, the Chair asks, “Is there a second?”)
   Chair: “It is moved and seconded that we spend $10 for each member to order lunch from Subway.”

Once the main motion is the property of the Senate, the following rules apply:

- Only one main motion can be considered at a time.
Once a main motion is before the Senate, it must be accepted or rejected by vote or otherwise disposed of before any other business or main motions can be considered.

Chair recognizes the maker of the main motion to speak first.

The discussion is called DEBATE. There are rules governing how we handle debate or process a main motion. These rules are collectively called secondary motions.

Example:

A: “I move that we spend $10 for each member to order lunch from Subway.”
B: “Second.” (If there is no second, the Chair asks, “Is there a second?”)
Chair: “It is moved and seconded that we spend $10 for each member to order lunch from Subway.” [Chair recognizes A.]

A: Explains why she wants this motion.... concludes with, “And I urge you to vote YES on the motion to spend $10 for each member to order lunch from Subway.”

Chair: “Is there any debate?” “Seeing none we will vote.” (All Senate voting is by secret ballot other than for routine matters.)

Chair: “The motion received a majority vote in the affirmative; it carries.” (Note: a quorum must be present in order to transact business. See our Constitution Article II.B.1)

The Base Case is rarely the case!

- We classify motions along four useful dimensions.
  - You will see > 4 dimensions in Robert’s Rules. Consult the text for details.
  - Is a second required in order to consider them?
  - Are they debatable, meaning can we discuss them?
  - Are they amendable, meaning can we change them?
  - What is the vote required to pass them? A majority or 2/3’s vote?
- The answers to these questions are frequently organized as follows:

<table>
<thead>
<tr>
<th>Type of Motion</th>
<th>Second?</th>
<th>Debatable?</th>
<th>Amendable?</th>
<th>Vote?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Motion</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>

- In the base case we had no debate and no amendments we simply vote. We handle debate and amendments with secondary motions.

Manual Revised, September 2021 by the Executive Committee of the Faculty Senate
SECONDARY MOTIONS: HELP ADDRESS MAIN MOTION

- **SECONDARY MOTIONS** help the Senate process the Main Motion.
- A secondary motion is made while the main motion is pending. This process does *not* violate the rule that the Senate considers only one main motion at a time.
- Once the secondary motion has been made, it is generally seconded.
- It is stated by the Chair.
- Then the secondary motion is considered and disposed of by vote before returning to the main motion.
- There are three types of secondary motions:
  1. Subsidiary motions
  2. Privileged motions
  3. Incidental motions

<table>
<thead>
<tr>
<th>Type of Motion</th>
<th>What is Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Motion</td>
<td>What should the Senate do?</td>
</tr>
<tr>
<td>Secondary Motions</td>
<td>How do we handle the discussion/debate of the motion?</td>
</tr>
<tr>
<td>1. Subsidiary Motions</td>
<td>Assist the Senate in addressing the main motion</td>
</tr>
<tr>
<td>2. Privileged Motions (not addressed in slides)</td>
<td>Do not relate to the main motion but relate to matters of immediate and overriding importance to the members of the Senate (for example, Recess, Adjourn). Considered important enough to be dealt with immediately.</td>
</tr>
<tr>
<td>3. Incidental Motions (not addressed in slides)</td>
<td>Also relate to the pressing business (main motion) but have special characteristics, for example, they may not be admissible during the entire discussion of the main motion whereas secondary motions are admissible during the entire discussion.</td>
</tr>
</tbody>
</table>
Speaker | Remarks
--- | ---
Senator A | I move that we spend $10 to purchase lunch for each member from Subway for all our meetings.
Senator B | Second.
Chair | It is moved and seconded that we spend $10 to purchase lunch for each member from Subway at all our meetings.
Senator A | Why she supports this motion...I urge you to vote YES to spend $10....
Chair | Is there other discussion?
Senator C | I move that we **amend** the motion to strike Subway and replace it with Panera.
Senator D | Second.
Chair | It is been moved and seconded that we strike Subway and replace it with Panera.
Senator C | Why he prefers Panera. He confines his discussion to his amendment. That is, he does not discuss the $10 per diem. Only his preference for Panera.

**Speaker | Remarks**
Chair | Is there any other discussion on this amendment?
Chair | Seeing none, are you ready for the question?
Chair | It is moved and seconded that we amend the main motion to replace Subway with Panera. The main motion would then become that we will spend $10 to purchase lunch for each member from Panera at every meeting.

Vote occurs, requires majority to pass. Two outcomes:

Chair | The amendment has **failed**. Therefore, the motion remains that we will spend $10 to purchase lunch for each member from **Subway** at every meeting.

**OR**

Chair | The amendment has **carried**. Therefore, the motion is that we will spend $10 to purchase lunch for each member from **Panera** at every meeting. Is there any further discussion before we vote on the motion?
Putting it together: Main & Subsidiary Motions

<table>
<thead>
<tr>
<th>Type of Motion</th>
<th>Second?</th>
<th>Debatable?</th>
<th>Amendable?</th>
<th>Vote?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lay on the Table</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Previous Question</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3's</td>
</tr>
<tr>
<td>Limit/Extend Debate</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>2/3's</td>
</tr>
<tr>
<td>Postpone Definitely</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Commit (or Refer)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone Indefinitely</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>MAIN MOTION</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
</tr>
</tbody>
</table>

The subsidiary motions have **order of precedence**. Voting on the main motion is **in order** only when no subsidiary motion remains to be decided. When a motion is considered, the motions **below** it are **out of order** until the motion being considered is disposed. The motions listed **above** the motion in question can be moved and considered no matter what is pending in the lower ranks. **The maker of the new motion cannot interrupt the speaker who has the floor & must be recognized by the Chair.**
**Speaker**  **Remarks**

Senator A  I move that we spend $10 to purchase lunch for each member from Subway for all our meetings.

Senator B  Second.

Chair  It is moved and seconded that we spend $10 to purchase lunch for each member from Subway at all our meetings.

Senator A  Why she supports this motion... I urge you to vote YES to spend $10....

Chair  Is there other discussion?

Senator C  I move that we *amend* the motion to strike Subway and replace it with Panera.

Senator D  Second.

Chair  It has been moved and seconded that we strike Subway and replace it with Panera.

Senator C  Explains why he prefers Panera. He confines his discussion to his amendment. That is, he does not discuss the $10 per diem. Only his preference for Panera.
<table>
<thead>
<tr>
<th>Speaker</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Is there any other discussion on this amendment?</td>
</tr>
<tr>
<td>Senator I</td>
<td>I move that we refer this motion to the Finance Committee.</td>
</tr>
<tr>
<td>Senator J</td>
<td>Second.</td>
</tr>
<tr>
<td>Senator I</td>
<td>Explains why she wants to refer this motion to the Finance Committee...therefore, I urge you to vote YES to refer this motion to the Finance Committee?</td>
</tr>
<tr>
<td>Chair</td>
<td>Is there any more discussion?</td>
</tr>
<tr>
<td>Senator G</td>
<td>I move the previous question.</td>
</tr>
</tbody>
</table>

(Note—“move the previous question” is the proper motion if a senator wants to cut off debate—frequently you will hear “I call the question,” which in Robert’s Rules is an improper motion.)

| Senator H| Second. |
| Chair    | The previous question has been moved and seconded. We will therefore, vote on whether or not we will continue discussing the motion to refer or whether we will stop that discussion and vote on the motion to refer. We are ONLY voting on whether we will stop discussing the motion to refer. |

Vote occurs.

<p>| Chair    | 2/3's majority affirmed previous question. Therefore, we will vote on the motion to refer to Finance Committee. |</p>
<table>
<thead>
<tr>
<th>Speaker</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Vote now occurs on whether or not to refer to Finance Committee.</td>
</tr>
<tr>
<td>Chair</td>
<td>The motion to refer is affirmed by majority vote. Therefore, the motion to spend $10 to purchase lunch for each member from Subway is referred to Committee. Is there any other business?</td>
</tr>
<tr>
<td>Senator P</td>
<td>Yes, I move that....(introduces new main motion) OR</td>
</tr>
<tr>
<td>Chair</td>
<td>The motion to refer fails. Therefore, we will vote on the motion to amend the main motion to purchase lunch for each member from Panera. Is there any further discussion? Seeing none, we will vote on the amendment to strike Subway and replace with Panera.</td>
</tr>
<tr>
<td>Chair</td>
<td>Vote now occurs on whether to replace Subway with Panera. Then another vote occurs on the main motion to buy lunch from Subway or Panera depending on outcome of vote on amendment.</td>
</tr>
<tr>
<td>Senator P</td>
<td>Is there any other business?</td>
</tr>
<tr>
<td>Chair</td>
<td>Vote now occurs on whether to replace Subway with Panera. Then another vote occurs on the main motion to buy lunch from Subway or Panera depending on outcome of vote on amendment.</td>
</tr>
<tr>
<td>Senator P</td>
<td>Yes, I move that.....(introduces new main motion)</td>
</tr>
</tbody>
</table>

**PRIVILEGED MOTIONS & ORDER OF PRECEDENCE**

<table>
<thead>
<tr>
<th>Type of Motion</th>
<th>Interrupt?</th>
<th>Second?</th>
<th>Debate?</th>
<th>Amend?</th>
<th>Vote?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fix time to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td>Recess</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
<td></td>
</tr>
<tr>
<td><strong>Question of Privilege</strong></td>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Orders of the Day</td>
<td>Yes</td>
<td></td>
<td></td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td>SUBSIDIARY MOTIONS</td>
<td>NO</td>
<td>YES</td>
<td>YES/NO</td>
<td>YES/NO</td>
<td>VARIES</td>
</tr>
<tr>
<td>MAIN MOTION</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
</tr>
</tbody>
</table>

*LOW*

Privileged motions outrank all subsidiary motions and the main motion. A member who makes a privileged motion can, in two cases, interrupt a speaker because the motion is considered important to the assembly’s comfort or ability to conduct business. (Chair may rule motion out of order.) The only privileged motion we have had in the last two years has been question of privilege.
ROBERTS RULES CHEAT SHEET

<table>
<thead>
<tr>
<th>To:</th>
<th>You say:</th>
<th>Interrupt Speaker</th>
<th>Second Needed</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn</td>
<td>&quot;I move that we adjourn&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Recess</td>
<td>&quot;I move that we recess until...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Complain about noise, room temp., etc.</td>
<td>&quot;Point of privilege&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair Decides</td>
</tr>
<tr>
<td>Suspend further consideration of...</td>
<td>&quot;I move that we table it&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>End debate</td>
<td>&quot;I move the previous question&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Postpone consideration of...</td>
<td>&quot;I move we postpone this matter until...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>&quot;I move that this motion be amended by...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Introduce business (a primary motion)</td>
<td>&quot;I move that...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.
## ROBERTS RULES CHEAT SHEET CONTINUED

<table>
<thead>
<tr>
<th>To:</th>
<th>You say:</th>
<th>Interrupt Speaker</th>
<th>Second Needed</th>
<th>Debatable</th>
<th>Amendable</th>
<th>Vote Needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Object to procedure or personal affront</td>
<td>&quot;Point of order&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Chair decides</td>
</tr>
<tr>
<td>Request information</td>
<td>&quot;Point of information&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None</td>
</tr>
<tr>
<td>Ask for vote by actual count to verify voice vote</td>
<td>&quot;I call for a division of the house&quot;</td>
<td>Must be done before new motion</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>None unless someone objects</td>
</tr>
<tr>
<td>Object to considering some undiplomatic or improper matter</td>
<td>&quot;I object to consideration of this question&quot;</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Take up matter previously tabled</td>
<td>&quot;I move we take from the table...&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Reconsider something already disposed of</td>
<td>&quot;I move we now (or later) reconsider our action relative to...&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Only if original motion was debatable</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Consider something out of its scheduled order</td>
<td>&quot;I move we suspend the rules and consider ...&quot;</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>2/3</td>
</tr>
<tr>
<td>Vote on a ruling by the Chair</td>
<td>&quot;I appeal the Chair's decision&quot;</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).
PROCEDURE FOR HANDLING A MAIN MOTION

Note: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor
- A member raises their hand when no one else has the floor.
- The chair recognizes the member by name.

How the Motion is Brought Before the Assembly (in face-to-face meetings)
- The member makes the motion: “I move that (or ‘to’) …” and resumes his seat.
- Another member seconds the motion: “I second the motion” or “I second it” or “second.”
- The chair member states the motion: “It is moved and seconded that… Are you ready for the question?”

Consideration of the Motion
1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly.
4. Debate must be confined to the merits of the motion.
5. 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.

The chair puts the motion to a vote.
1. 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 that … As many as are in favor, say ‘Aye’ (pause for response). Those opposed, say 'Nay' (pause for response). Those abstained please say ‘Aye.’”

The chair announces the result of the vote.
1. “The ayes have it, the motion carries, and … (indicating the effect of the vote)” or
2. “The nays have it and the motion fails.”

When Debating Your Motions
- Listen to the other side.
- Focus on issues, not personalities.
- Avoid questioning motives.
- Be polite.
HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

Main Motion
You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that___________."

Amending a Motion
You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____________."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____________."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words ________________, and adding in their place the following words __.""

Refer to Committee
You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

Postpone Indefinitely
You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, “Madame Chairman, I move to postpone the question until ____.”

You want to kill a motion that is being discussed.

- After recognition, “Madame Moderator, I move to postpone the question indefinitely.”

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, “Madame President, I move to postpone the motion indefinitely.”
**Previous Question**

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

**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, "Madam President, I move to limit discussion to two minutes per speaker."

**Recess**

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

**Adjournment**

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

**Permission to Withdraw Motion**

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

**Call for Orders of the Day**

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

**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, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

**Point of Personal Privilege**
The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

**Committee of the Whole**

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also, you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

**Point of Order**

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

**Point of Information**

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

**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**

- Without recognition, "I appeal from the decision of the chair."
## RULE CLASSIFICATION AND REQUIREMENTS

<table>
<thead>
<tr>
<th>Class of Rule</th>
<th>Requirements to Adopt</th>
<th>Requirements to Suspend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter</td>
<td>Majority vote or as proved by law or governing authority</td>
<td>Cannot be suspended</td>
</tr>
<tr>
<td>Bylaws</td>
<td>Adopted by membership</td>
<td>Cannot be suspended</td>
</tr>
<tr>
<td>Special Rules of Order</td>
<td>Previous notice &amp; 2/3 vote, or a majority of full membership</td>
<td>2/3 Vote Required</td>
</tr>
<tr>
<td>Standing Rules</td>
<td>Majority vote</td>
<td>Suspended for the session by majority vote during meeting</td>
</tr>
<tr>
<td>Modify Roberts Rules of Order</td>
<td>Adopted in bylaws</td>
<td>2/3 Vote Required</td>
</tr>
</tbody>
</table>

Senators are encouraged to refer to Faculty Senate’s Constitution and Rules of Order on the Faculty Senate’s website for specific requirements to propose motions to amend either of these governing documents. Note that according to the Constitution, Article II. B. 5., if the Constitution and/or the Senate’s Rules of Order is silent on a matter of procedure, “... the transaction of business shall proceed according to Robert's Rules of Order.” This point is reemphasized in the Faculty Senate’s Rules of Order, Article I which states, “[These rules are promulgated pursuant to the authority granted to the Faculty Senate in Article II. Section B.5. of the Constitution of the Faculty Senate of Vanderbilt University. Except as otherwise provided in these rules, the transaction of Senate business shall proceed according to the current edition of Robert’s Rules of Order (Newly Revised).]"
Additional Documents

a) Vanderbilt University By-Laws as Issued by the Board of Trust (BOT)
b) Faculty Senate Constitution
c) Faculty Senate Rules of Order
d) Faculty Manual
Contact the Office of the Faculty Senate

Stacey McCarty, Administrative Coordinator
stacey.mccarty@vanderbilt.edu or facultysenate@vanderbilt.edu

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Nashville, TN.
37212

Thank you for your service. It is going to be a productive year.

From Your Faculty Senate Executive Committee:

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