

## RECOMMENDED PROCEDURES FOR SUBMITTING MOTIONS/RESOLUTIONS FROM COMMITTEES TO FACULTY EXECUTIVE COMMITTEE FOR FACULTY COUNCIL AGENDAS

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- According to *Robert's Rules of Order*, *motions* are proposals for action by the group (the Faculty Council, in this instance). *Motions* from committees to the FEC must be in writing and should begin with a clear statement such as, "The \_\_\_\_\_ Committee moves that we establish an ad hoc committee to consider the issue of ...," or "The \_\_\_\_\_ Committee moves that we adopt the following proposal:...." Subsequent language in the motion should also be clear, describing precisely what it is the committee is proposing. Using clear, actionable language will focus discussion in the Faculty Council meeting and reduce the risk of misunderstanding or confusion, especially when it comes to voting on the measure.
- A *Resolution* is a type of motion that expresses a statement of policy, principle, sentiment or feeling. A *resolution* generally has a preamble (one or more "whereas" statements) followed by a declarative conclusion (one or more "therefore be it resolved" statements).
- *Motions*, including *resolutions*, submitted by committees to the FEC for Faculty Council agenda inclusion will be considered on their merits by FEC members. The FEC, after discussion, may exercise several options:
  - The FEC may vote to place the item on the Council agenda. Doing so does not necessarily imply FEC endorsement of the motion but rather that the FEC deemed the item worthy of Council discussion and vote. The FEC may forward the item to the Council with or without comment. If a comment is included, that comment may express support for or opposition to the item.
  - The FEC may ask the submitting Committee representative on the FEC to effect specific and minor changes to the *motion* with the stipulation that, assuming those changes are made, the item may go forward to the Faculty Council.
  - The FEC may defer a vote and request that the submitting Committee further refine the *motion* or submit additional material, supporting data, or other items to facilitate a more informed determination. The revised *motion* or the original motion with additional material will then be considered at a subsequent FEC meeting.
  - The FEC may vote against the item and decline to forward the item to the Council. In that case, the FEC should normally provide its reasoning to the submitting Committee.
- When a *motion* reaches the Faculty Council in this manner, it is considered a motion to the floor and need only be seconded to begin discussion. The motion is then subject to treatment under *Robert's Rules*. In that sense, the *motion* may be voted for or against, postponed, referred to committee, objected to, divided, rescinded after approval, amended, laid on the table, withdrawn, reconsidered, etc.