

Proposed Amendment
UNIVERSITY FACULTY SENATE BYLAWS

ARTICLE I – Authorization

The concept and basic structure of the University Senate were approved during the spring of 1967 by the Faculties of the School of Arts and Sciences, the School of Law, the School of Medicine, the School of Business Administration, and the Division of Graduate Studies and were endorsed by the Board of Trustees of Wake Forest College in June 1967. In fall 2009, the Senate voted to change its structure to a Faculty Senate, and in spring 2010, revised its Bylaws to reflect the change in structure. On April 29, 2015, March 16, 2016, November 15, 2017, and [DATE OF THIS REVISION TO BE STATED] the Faculty Senate made additional changes to the Bylaws.

ARTICLE II – Membership

Section 1. Members of the Senate

There are two classes of members: (1) elected representatives and (2) ex-officio. Only elected representatives are entitled to vote.

(a) Elected representatives, the Faculty Senators, shall be selected by faculty vote of their respective academic unit. The number of elected representatives shall be:

- fifteen from the Wake Forest College
- eight from the School of Medicine
- six from the School of Business
- two from the Graduate Schools (Graduate School of Arts & Sciences and Biomedical Graduate Program)
- three from the School of Law
- two from the Z. Smith Reynolds Library
- one from the Divinity School

Prior to the end of each semester, the Senate Secretary shall contact the Deans of the respective academic units to enquire if any elected member is/will be on leave or has/will have a personal situation that will cause the member to miss a significant number of the meetings during the semester. In the event that an elected representative is on leave the following semester or is unable to attend a significant number of meetings, the relevant Dean will arrange for the faculty of the academic unit to elect a permanent or temporary replacement.

(b) Ex-officio members shall consist of the University President, Provost, Executive Vice President and Chief Financial Officer, the Deans of the academic units, a representative of the Staff Advisory Council, and the immediate Past President of the Senate (if no longer an elected representative). Ex-officio members of the Senate have the right to (1) attend all Senate meetings, (2) participate in all debates and discussions in Senate meetings, and (3) be appointed or ask to be appointed as non-voting members of Senate committees.

(c) Changes to the above Senate membership may occur as follows: (1) If a new graduate or professional school is formed, coordinate in rank to the existing graduate and professional schools, its Dean shall become an ex-officio member and its faculty shall elect representation, with the number of representatives determined by the Senate based on a motion from the Executive Committee at a scheduled or called meeting of the Senate. (2) Ex-officio members may be added or removed upon approval of the elected representatives of the Senate.

Section 2. Terms of Office

(a) The elected representatives of the Senate shall serve for a term of four years and may not serve more than two consecutive full terms but would be eligible again after being off the Senate for at least one year. However, in order to balance term expiration dates of elected senators, the Senate Executive Committee may decide to inform, by March 1, a senator, their academic unit, and the Senate of the need to shorten or lengthen the term for a particular senator by one year. Elections for the next academic year positions must occur between March 1 and September 15. The Senate Executive Committee must approve exceptions to this timeframe.

(b) The ex-officio members of the Senate are determined by office-holding, so individuals shall remain members so long as relevant administrative positions are held.

Section 3. Eligibility for Elected Membership

Faculty Senators must hold the rank of Associate Professor, Associate Teaching Professor, Associate Professor of the Practice, Associate Librarian, Associate Teaching Librarian, or the equivalent or higher (as determined by the individual academic unit) at the time of election. Faculty holding administrative positions are not eligible for elected membership, with the exception of department chairs in the College or the equivalent in other units. In the event of a question regarding the eligibility of an elected representative, the Senate will decide the issue of eligibility based on a motion from the Executive Committee at a scheduled or called meeting of the Senate.

Section 4. Elections

(a) Elections to fill expiring terms in the Senate shall be held by the various academic units in the spring and those elected shall assume office on April 1. Replacements to fill unexpired terms shall be selected by a vote of the faculty of the appropriate academic unit.

(b) Eligibility for voting in the election of representatives shall be determined by the faculties of the academic units.

(c) The Senate President shall present a slate for a Nominating Committee of three elected senators to the Senate at its December meeting. Nominations for this committee may also be accepted from the floor. Upon its election, it is the duty of this committee to inform the senators of the responsibilities of the various officers, to solicit nominations from the senators for candidates for officers, to provide oversight of the election and to prepare the ballot in time for distribution with the agenda for the next to last meeting (usually March) of the year. In their

deliberation of who should be included on the ballot, the Nominating Committee shall consider at least: (1) analyzing the length of the remaining Senate terms of the possible candidates with the intent of balancing experience and time remaining on the Senate; (2) apportioning the officers among the various academic units of the University with attention to the proportional representation of those units on the Senate; (3) attempting to offer on the ballot more than one candidate for each office.

ARTICLE III – Organization

Section 1. Officers of the Senate

(a) The officers shall consist of a President, Vice President, Secretary, a Member-At-Large, and the immediate past Senate President, all of whom except for the immediate past Senate President must be chosen from the elected representatives of the Senate.

(b) Officers shall work to organize the activities of the Executive Committee and serve as its representatives in prescribed and general capacities. When necessary, the Senate President may identify another officer, or another elected Senator, to serve in their stead in an activity where their official participation is required or requested.

(c) All officers shall be elected annually at the March meeting of the Faculty Senate and assume office on April 1. Candidates shall be those members included on the ballot by the Nominating Committee or from the floor. Vacancies which may occur among the officers shall be filled promptly by nomination and vote of the elected representatives of the Senate.

Section 2. Senate Meetings

(a) The Senate President shall call at least six regular meetings each senate year. Elected and ex-officio members of the Senate are expected to attend regular meetings of the Senate, which are open to all University Faculty members. Special meetings may be called on the Senate President's initiative or on the written request of twenty percent of the members of the Senate.

(b) Notice of regular meetings of the Senate and an agenda with related materials shall be sent to Senate members at least one week before the meeting. The Deans of each academic unit, as ex-officio members of the Senate, shall notify the faculty of the academic unit of such meetings. Special called meetings shall require either two working days of prior notice, or agreement of a quorum of elected representatives to meet earlier than two working days. An agenda and related materials will also be sent to the Senate two days before special meetings or as soon as possible before a called meeting scheduled to meet earlier than two days. Voting at all meetings shall be limited to those items on the agenda.

(c) The agenda of meetings shall be determined by the Senate President with consultation from the Executive Committee, except as may be otherwise directed by a vote of the Senate.

(d) Meetings of the Senate shall be guided by parliamentary rules which will be made available to the Senate by an appropriate medium. If a dispute arises over a matter of procedure, a

senator may move that discussion on the matter be tabled. If the motion receives a second and then passes, the matter shall be tabled and discussed at the next Executive Committee meeting. The Executive Committee shall present a motion to resolve the conflict to the body at the next Senate meeting.

(e) A majority of the elected representatives of the Senate (more than half) shall constitute a quorum. The Senate can hear reports and deliberate, however voting must occur with a quorum present. Thus, Senators who cannot regularly attend meetings should resign their positions in order to allow individuals who can participate to be elected in their places.

(f) Minutes of each Senate meeting shall be kept by the Senate Secretary. The minutes shall be available for inspection by faculty members. Any appropriate medium may be used to ensure issuance of the minutes within two weeks after the Senate meeting and they will be published on the Faculty Senate website.

(g) The outgoing and incoming Senate Presidents shall orient, by documentation or meeting, newly elected representatives prior to the first meeting of the following Senate year.

(h) The Senate President will arrange an annual Senate meeting with the President of the University. At this meeting, which is limited to the Senate for attendance, the President of the University will provide a written report of the actions taken by the administration in response to the resolutions passed by the Senate in the previous year requiring administrative action, as well as report on major actions, initiatives, and programs underway and in planning. The President of the University will take questions from the Senate regarding these actions, as well as questions on other pressing matters.

Section 3. Senate Executive Committee

The Senate Executive Committee shall consist of the officers and the chairpersons of the standing committees. If the immediate past-President of the Senate is no longer on the Senate, they shall serve as a non-voting advisor to the Executive Committee. The Senate Executive Committee shall meet regularly with and advise the Provost, and other relevant administrators, on decisions, initiatives, planning, strategies and other activities related to policy, finance, infrastructure, faculty work and compensation, and the general operation of the University and its constituent units and members. The Executive Committee serves as an organizing and leadership body for the Faculty Senate.

The Senate, through search committee appointments and other advice from the Executive Committee, will play a substantive and participatory role in the hiring of Senior University officials and in the selection of persons for honorary degrees.

Senior University Officials' Positions

When a senior administrator position is open (academic unit deans, vice presidents or equivalent; "Level 2" positions, in HR's designation), the Senate President and members of the Executive Committee shall meet with the Provost. The Provost will confidentially provide the

Executive Committee with the names of the proposed search committee. The Executive Committee shall then advise the Provost regarding the composition of the proposed search committee and provide to the Provost a list of at least four senators, from which the Provost will select two to serve on the search committee.

At the end of each academic year that has had a senior administrator search, the Executive Committee will meet with the senator(s) who were on the committee(s) and, while respecting appropriate concerns regarding confidentiality, interview them about the conduct of the search. The Executive Committee will then communicate with the Provost regarding any suggestions for the conduct of future searches.

Honorary Degree Candidates

Each year, the Senate President and members of the Executive Committee shall meet with the Provost and discuss proposed honorary degrees for that academic year. As individual schools propose honorary-degree recipients, the Executive Committee will discuss the choice and provide advice to the Provost. The Executive Committee must approve the recommendations before they are communicated by the University President for approval by the Board of Trustees.

Section 4. Standing Committees

The standing committees of the Senate are the Committee on Athletics, Committee on Capital Planning, Committee on Fringe Benefits, Committee on Salaries, the Committee of Collegiate Senators, the Committee of Medical School Senators, and the Committee on Academic Freedom and Responsibility. Chairs and members of committees are established via various appointment and election processes as described in their charges, with appointment by the Senate President being the most common mechanism which shall be completed promptly at the beginning of each term of the Senate and implemented with balance among the academic units when possible.

The Senate President and Standing Committee Chairs may invite non-senators who have particular expertise and interest in such matters to participate at committee meetings.

At least once during each Senate-year, all Senate Committees shall make reports and recommendations to the Senate involving initiatives and activities within their purview which have implications for the University, its academic units, or faculty.

(a) The Senate Committee on Capital Planning: chair and members appointed by the Senate President. This committee shall monitor, evaluate, and participate in the University's program planning, capital planning and other long-range planning processes. The Committee should meet regularly with the Executive Vice President and Chief Financial Officer, Vice President for Facilities Real, Estate, and Planning, and other officials, groups, and committees involved in the planning of the University's programs, infrastructure, and other capital activities. The Chair of this Committee sits on the University Space Planning Group.

(b) The Senate Committee on University Integration: chair and members appointed by the Senate President. This committee shall initiate discussions, identify opportunities, and aid and advise in the implementation of projects and programs that foster cooperation and communication between various components of the University, including across the units operating on the Reynolda, Downtown/Innovation Quarter, Charlotte, and other Wake Forest University campuses. The Committee will also provide evaluation and recommendations for organizational programs and systems that affect such collaborative efforts.

(c) The Senate Committee on Fringe Benefits: chair and members appointed by the Senate President. This Committee shall develop and advocate for improvements in fringe benefits. The Committee shall be included in all discussion or meetings of the Administration concerning fringe benefits and serve as a conduit of information from the University faculties to the responsible University administrator on benefits issues, including direct receipt of concerns about benefits programs from faculty. Notably, the Committee shall be represented, along with the Senate Committee on Salaries and the Senate Executive Committee, in administrative discussions and decisions pertaining to the University's funding pools and distribution plans, policies, strategies, and other activities regarding faculty compensation.

(d) The Senate Committee on Athletics: chair and members appointed by the Senate President. This committee shall examine and address issues of critical importance to intercollegiate athletics and Wake Forest University in partnership with key stakeholders and/or relevant governing structures and committees both on and off campus (e.g. Director of Athletics, Faculty Athletics Representative to the NCAA, Faculty Athletics Committee, Student Athletics Advisory Committee). The committee shall also address issues concerning the financial and educational impact that intercollegiate athletics have on the University. Three additional charges are to foster transparency, promote student-athlete wellbeing, and cultivate an increased role for faculty governance in relevant aspects of the Wake Forest University Athletics Program.

(e) The Senate Committee on Salaries: chair and members appointed by the Senate President. This committee shall gather current and past information regarding salaries and other University payments to employees of Wake Forest University across all its campuses. It shall make use of existing public information including but not limited to the annual information provided by the American Association of University Professors (AAUP) and other relevant data routinely made available to federal and state governmental entities as required by respective regulations and law. The committee shall be encouraged to contextualize their findings by comparison with other institutions of higher education. Notably, the Committee shall be represented, along with the Senate Committee on Fringe Benefits and the Senate Executive Committee, in administrative discussions and decisions pertaining to the University's funding pools and distribution plans, policies, strategies, and other activities regarding faculty compensation.

(f) The Senate Committee of the Collegiate Senators: chair elected annually by its members; membership consists of all elected Senators within the College. This Committee is generally concerned with important issues related to Wake Forest College and its governance. Any member(s) of the Collegiate Senators may propose issues for the Committee to address. The

President or the Executive Committee of the Faculty Senate may also formally request that the Collegiate Senators address issues of special importance to the college or the university. The specific agenda of the Collegiate Senators is determined by its chair in consultation with its membership.

(g) The Senate Committee of the Medical School Senators: chair elected annually by its members; membership consists of all elected Senators within the School of Medicine. This Committee is generally concerned with important issues related to Wake Forest Medical School and its governance. Any member(s) of the Medical School Senators may propose issues for the Committee to address. The President or the Executive Committee of the Faculty Senate may also formally request that the Medical School Senators address issues of special importance to the medical school or the university. The specific agenda of the Medical School Senators is determined by its chair in consultation with its membership.

(h) The elected senators from other academic units of the University may similarly form an advisory council if they so desire. In that event, the functions and prerogatives of such a committee would track those of the Committee of the Collegiate Senators and the Committee of the Medical School Senators.

(i) The Committee on Academic Freedom and Responsibility: chair appointed by the Senate Executive Committee, membership elected by each academic unit as described below and in the Faculty Handbook. This Committee is composed of fifteen tenured faculty members of the rank of full professor or librarian. The committee chair is appointed by the Senate Executive Committee from among all eligible faculty, regardless of their Senate affiliation. The remaining members are elected within each of the College, Library, and Business, Divinity, Graduate, Law, and Medical Schools by their respective faculties. The members of this committee are responsible for addressing issues related to academic freedom and responsibility generally and specifically as they arise in the University. Such issues may be brought to the attention of the chair by University officials, Senators, the Senate, or by faculty they represent. The Committee also has the responsibility of serving as members of panels for the dismissal of a tenured faculty member as described in the Faculty Handbook. Committee members need not be members of the Senate. The Senate shall further convene this committee as deemed necessary.

Section 5. Creation and Termination of Committees

The Senate may create ad hoc and additional standing committees and determine their purposes and duration. Standing committees of the Senate can only be established by an amendment to the Senate Bylaws. The President of the Senate may create ad hoc committees and determine their purposes and durations; such actions should be submitted to the full Senate for ratification at the next Senate meeting. The Senate may terminate any committee. Standing committees of the Senate can only be terminated by an amendment to the Senate Bylaws. The President of the Senate may terminate an ad hoc committee, once again subject to ratification by the full Senate at the next Senate meeting.

Section 6. Additional Appointments within the Senate and to University Committees

The President of the Senate sits on the University Gift Acceptance Committee and on the University Priorities Committee.

The Senate President shall appoint Senate representative(s) to other advisory committees and bodies as requested by relevant officials or deemed appropriate by the Senate.

At the beginning of the academic year, the Senate President shall solicit a representative from each academic unit – Law, Business, Library, Graduate, and Divinity – to be a communications liaison. It shall be the responsibility of each communications liaison to give regular reports to the academic unit about Senate business. The Committee of the Collegiate Senators and the Committee of the Medical Senators shall serve as the communications liaisons to those units.

Section 7. Joint Senate/Faculty Forums

By a majority vote, the Senate may authorize the Senate President to conduct one or more joint Senate/Faculty forums in any academic unit of the University during that term of the Faculty Senate. The agendas of the joint Senate/Faculty forums will be set by the Senate.

ARTICLE IV – Functions and Actions of the University Senate

The functions of the Senate shall be as follows:

1. To consider matters pertaining to the general welfare of the University community.
2. To participate in long-range planning for the University.
3. To participate in the selection and appointment of senior administrative officers.
4. To approve the recommendations for honorary degrees before they are communicated by the University President for approval by the Board of Trustees.
5. To represent the faculty on various administrative committees of the University and Board of Trustees, and to participate as requested by the Board of Trustees in the nomination process for faculty representatives to Trustee committees.
6. To take part in activities and initiatives authorized, or permitted, by the Trustees from time to time.

The actions of the Faculty Senate may include the following:

1. To report to, make recommendations, and otherwise advise the Faculty of the University regarding key aspects of the University's operation, including policy, planning, decisions, and other relevant information.
2. To report to, make recommendations, and otherwise advise the Administration and Board of Trustees of University regarding key aspects of the University's operation, including policy, planning, decisions, and other relevant information.
3. To produce formal "White Paper" documents that are moved through the Executive Committee or Faculty Senate via a majority vote and represent pointed concerns and interests of the Senate regarding the University or its Faculty. "White Papers" are shared with the Senate and delivered to the University Provost and any other relevant officials. As a component of shared governance, these documents are expected to generate discussions and additional responses from their recipients.

4. To produce formal “Resolutions” which are moved through the Faculty Senate via a two-thirds vote and represent specific desired actions, processes, and outcomes that enhance the University or its Faculty. “Resolutions” are the most precise and formal actions of the Senate and should be the result of attention and discussion among Senators about the need to achieve a specific goal. They are delivered to the President and Provost of the University, and any other relevant officials. As a component of shared governance, “resolutions” are expected to receive direct responses, including acceptance or strategic discussion, from their recipients and are to receive a formal response, describing the status of the “resolution,” at the President of the University’s Annual Address to the Senate.

ARTICLE V – Amendments

These Bylaws may be amended at any meeting of the Faculty Senate (that has a quorum in attendance) by two-thirds vote of the elected representatives present, provided a copy of any proposed amendment has been distributed to the members of the Senate at a preceding meeting or at least two weeks in advance of the meeting at which the proposed amendment is to be acted upon.

Appendix A

Parliamentary Rules for the Wake Forest University Faculty Senate

The Wake Forest University Faculty Senate is the only body on campus that is composed of faculty members from all of the constituent parts of the University. As such, its role is to serve as a vehicle for communication on matters of University-wide concern to the central administration, and to serve as a vehicle to facilitate communication from the administration to the respective faculties. It is important that senators recognize that they are members in a *representative*, not *individual*, capacity, and do their best to foster two-way communication between their colleagues and the administration.

The Senate functions most successfully if it is a forum with broad participation in discussions at both scheduled meetings and committees. Attendance and participation are expected of the professionals who constitute this body. While committees may function effectively on an informal basis, it is thought that regularizing the procedures at scheduled meetings will help make them efficient and productive.

The following procedural rules are largely derived from *Robert’s Rules of Order*. *Robert’s* is the most commonly used set of rules for the conduct of deliberative meetings. The following guidelines for Senate procedure are adopted to encourage efficient deliberative meetings that allow all sides to be heard, but permit the majority to make decisions in a timely manner.

These pages are not part of the official Bylaws of the Senate; the goal of these pages is to make the decision-making processes of the Senate transparent, efficient, and professional. These pages should be used by the Senate President as part of the introduction to new members of

the Senate's processes. It should be remembered that the basis of the authority of the Senate resides in its reputation to the academic units of Wake Forest University as a wise deliberative body that takes into account a wide variety of views, treats its membership with respect, and follows its own rules.

Meeting Agenda

The typical agenda of a Senate Meeting has the following format:

1. Call to order.
2. Approval of the Minutes of the Last Meeting.
 - o Meeting leader typically will ask if there are any additions or changes to the minutes.
 - o This typically will be followed by a vote to approve the minutes.
3. Officers' Reports. These are updates that do not include votes.
4. Committee Reports. These are updates that do not include votes.
5. Old Business
 - a. These are items previously planned for discussion at the current meeting.
 - b. These items are listed on the agenda.
 - c. Old business can include votes.
6. Regular Business
 - a. These items should be listed in detail on the agenda.
 - b. Regular business can include votes.
 - c. Reports from committees that require votes should occur here. Note that a member of the Senate may make a motion to amend a report from a committee.
 - d. The Senate may vote to postpone discussion of any item until a later meeting; in doing so, the item becomes "Old Business" to that subsequent meeting and it must be addressed before "Regular Business."
7. New Business
 - a. These are items from the membership of the Senate that require a vote.
 - b. Generally, controversial items will be referred to a committee. The committee should be given a date to report back to the Senate.
 - c. If it is important that the Senate act immediately on such an item, then the entire motion and all pertinent information should be included in the agenda.
8. Announcements: Non-voting announcements from members of the Senate.
9. Adjournment: A Senator moves that the meeting be adjourned and the Senate President adjourns the meeting.

Once an agenda is given for a meeting, the Senate should adhere to its order. If the Senate strays off of the agenda, any member may call for the "Orders of the Day". If there is a particular need to leave the agenda, by a $\frac{2}{3}$ vote the Senate can "Suspend the Rules."

Types of Motions

A motion is a proposal on which the entire membership can take action. There are four basic types of motions:

1. **Main Motions** introduce items to the membership for its consideration.
 - o Main motions cannot be made when any other motion is on the floor.
 - o Once a motion is made and seconded, it belongs to the Senate. It cannot be withdrawn unilaterally by its author because the Senate approved an amendment to the motion that the original author does not like. In theory, friendly amendments should occur before the motion is seconded; in practice, however, friendly amendments are often allowed during the discussion if there are no objections from members of the Senate. If there are objections, then the friendly amendment must be treated as a subsidiary motion (see below). The assembly may permit the author to withdraw a seconded motion but is not required to do so.

2. **Subsidiary Motions** are motions on motions; they help the Senate act efficiently on main motions. Passing a subsidiary motion is not the same as passing the main motion; thus if an amendment to a motion passes, the modified main motion will still need to be voted on by the Senate. Listed in order of precedence from lowest to highest, the subsidiary motions are:
 - o *Postpone Indefinitely* kills the main motion without a direct vote; this motion requires a majority vote to pass. This is typically used when members feel that it would be against the best interests of the Senate to go on record as being either for or against a particular motion; for this reason, it is rarely used.
 - o *Amend* allows the Senate to change the main motion; it requires a majority vote to pass. All main motions can be amended; amendments can be great or small; an amendment could be as large as an entire new text. It is also possible for someone to move an amendment of an amendment. Amendments of amendments of amendments are not allowed.
 - o *Commit or Refer to a Committee* sends a main motion to a committee for consideration; it requires a majority vote. Generally speaking, in the Senate, all new motions will be referred to a committee with the committee being given a date to return with a report.
 - o *Postpone to a certain time* delays the vote on a main motion; it requires a majority vote.
 - o *Limit or Extend Limits of Debate* can be used to set up rules on how a debate on a main motion will proceed; it requires a $\frac{2}{3}$ vote since it puts limits on rights of members to speak. This motion can be used to limit the amount of time of individual speeches or the total number of speeches that can occur before a vote is taken. This motion can also be used to set a time when a vote will occur. Care must be taken to ensure that all sides are given an opportunity to participate in the discussion before a vote occurs.
 - o *Call the question (or move to close debate)* is a subsidiary motion that moves both an end to the debate and a vote on the motion that is on the floor; Call the Question requires a $\frac{2}{3}$ vote to pass. Since this motion stops debate, care needs to be taken so that every point of view has been considered before this subsidiary motion is made.

o *Lay on the Table* interrupts pending business so as to take up something of immediate importance; this requires a majority vote. This subsidiary motion takes the main motion off the floor so that something of more immediate importance can be considered. Since this subsidiary motion stops debate on an issue with a less than $\frac{2}{3}$ vote, it comes with some additional checks and balances. In particular, a motion laid on the table can be taken off of the table by a majority vote at any subsequent time or meeting during the following three months when no other items are on the floor even if that main motion is not on the agenda (for example, taking items off of the table can be done easily during New Business). Hence, Laying on the Table is not an effective way of disposing of motions. An example of when Laying on the Table might be useful is when the University President arrives late to a meeting to give a report and needs to leave again promptly. In going through the agenda, since the President is not in attendance when it is her/his turn, the Senate votes by a $\frac{2}{3}$ majority to suspend the rules and continue with its business until the President arrives. When the President arrives, the main motion that is currently on the floor is Laid on the Table by a majority vote, the University President gives her/his report and then the main motion is brought back off of the table by majority vote for continued consideration. When a motion to Lay on the Table is made, the chair should ask what the item of immediate importance is. If there is no item of immediate importance, the chair should rule the Lay on the Table motion out of order and refer the author to another a more appropriate subsidiary motion such as Postpone Indefinitely or Previous Question.

3. **Privileged Motions** bring up items that are urgent about special or important matters unrelated to pending business. Motions listed in order of precedence from least to most important are:

- o Call for the orders of the day forces the Senate to get back to the agenda.
- o Raise a question of privilege asks that something that is wrong be set right. Examples would include: the meeting room needs the air conditioning turned on, questions about conduct of members or leaders, punishment of members or of accurate reports of proceedings, etc.
- o Recess
- o Adjourn
- o Fix a time to adjourn

4. **Incidental Motions** provide a means of questioning procedure concerning other motions and must be considered before the other motion. There are many such motions. The most important are:

- o Point of Order includes items such as a lack of a quorum, asking who is assigned the floor, calling a member to order, lack of a second for a motion, etc. The President rules on these issues but any individual member may appeal the ruling to the full Senate.
- o Appeal requires a majority vote to overturn the President's ruling.
- o Suspend the Rules allows the Senate to do something that is against its own rules; for example, taking items on the agenda out of order. This motion requires a $\frac{2}{3}$ vote to pass.
- o Object to the Consideration of a Question allows members to ask whether a particular motion is under the purview of the Senate.
- o Division of a Question breaks a single motion into multiple motions that are considered and voted on individually.

- o Consideration by Paragraph or Seriatum is used to consider long reports.
- o There are several motions concerning votes, how they are taken, etc. that are also part of this category. Senators may always request that a vote be taken by ballot

How to present a Motion

Motions are presented by:

1. Obtain the floor:

- o Wait until the last speaker has finished.
- o Wait until the Senate President recognizes you.

2. Make the motion.

3. Wait for someone to second the motion. Items considered by the Senate should be important to at least two individuals. Reports from committees come in seconded since they have the support of at least two individuals. If there is no second, the motion is lost.

Committees

Generally speaking, the work of the Senate will be done through committees. Motions brought to the assembly that are controversial or that need some clarifying will be sent to a committee with a date to report. When the committee returns with its recommendation on a motion, it will generally ask the Senate to accept its report. In the report, the committee should describe their deliberations and why particular items were accepted, rejected or modified. Any Senator may make a motion to amend the report; this amendment may ask the Senate to substitute an entirely new report for what the committee brought back to the Senate. In this way, items important to individual Senators are not “bottled up” inside committees.

Members of committees should be members of the Senate unless otherwise specified by the Bylaws. If there is a need to appoint a non-Senator to a committee outside of the context of the Bylaws, it should be done by a motion to the full Senate.

Quorum

A quorum is the fewest number of people who must be present in order for any business to be conducted. It is not in the best interests of the Senate for a small group of members to be making important decisions for the entire group. If more than half of the voting members are not present at a meeting, a quorum is not present. The Senate can still hear reports and deliberate. All votes and decisions, however, must be made with a quorum present. Thus, Senators who cannot regularly attend meetings should resign their positions in order to allow individuals who can participate to be elected in their places.

Appendix B
Parliamentary Rules for the Wake Forest University Faculty Senate
Overview of Motions

TO DO THIS	YOU SAY THIS	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn Meetings	"I move to adjourn."	NO	YES	NOT	NO	Majority	NO
Complain about heat, noise, etc.	"I rise to a question of privilege."	YES	NO	NO	NO	No Vote	NO
Temporarily suspend considering an issue	"I move to lay the motion on the table."	NO	YES	NO	NO	Majority	NO
End debate and amendments	"I move the previous question."	NO	YES	NO	NO	2/3	NO
Postpone discussion for a certain time	"I move to postpone discussion until..."	NO	YES	YES	YES	Majority	YES
Give closer study of something	"I move to refer the matter to committee."	NO	YES	YES	YES	Majority	YES
Amend a motion	"I move to amend the motion by..."	NO	YES	YES	YES	Majority	YES
Introduce business	"I move that..."	NO	YES	YES	YES	Majority	YES
Protest breach of conduct or rules	"I rise to a point of order."	YES	NO	NO	NO	No Vote	NO
Vote on a ruling of the chair	"I appeal from the chair's decision."	YES	YES	YES	NO	Majority	YES
Suspend rules temporarily	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
Avoid considering an improper matter	"I object to consideration of this motion."	YES	NO	NO	NO	2/3	YES
Request information	"Point of information..."	YES	NO	NO	NO	No Vote	NO
Take up a matter previously tabled	"I move to take from the table..."	NO	YES	NO	NO	Majority	NO