

## Faculty Senate Motions

Motions from the UCM Faculty Senate are a means to make **recommendations** to the university administration. Essential elements on the treatment of motions are covered in the Faculty Senate (FS) Constitution and By-Laws [2. C. (3) (b)] housed within the Faculty Guide.

**Elements of the motion form:** There are 3 parts to a motion form for consideration by the Senate.

- 1) The critical element is the **motion** itself. The motion describes the action that the maker of the motion is proposing for the administration to take. This should be concise and explicit.
- 2) The **preamble** or **introduction** is an optional statement that provides a background or justification for the motion itself. The preamble proceeds and lies outside the motion. The wording involved in the preamble has often stimulated as much discussion as the motion itself and former FS President Cheryl Riley often suggested excluding a preamble so that discussion centered on the motion itself. The maker of a motion is always offered the first opportunity to speak to the motion, so any preamble or introduction of the motion could be done verbally on the floor of the Senate.
- 3) Ancillary notes include the name of the maker of the motion and the second (if necessary), the title of the motion, the date the motion was introduced, the year and number of the motion, and the result of the vote on the motion. These notes are indicated on the FS Motions template.

**Maker of a motion:** A motion may be introduced to the Senate by a:

- 1) Senator, with a second provided by an additional Senator,
- 2) UCM faculty member, with a second, or
- 3) Faculty Senate or University/Administrative Committee. Committee motions **do not** require a second.

**Pathway for a motion:**

- 1) Development of a motion begins by downloading the **motion template** from the FS website <https://www.ucmo.edu/offices/faculty-senate/internal-resources/fac-staff/faculty-senate-motions/index.php>. Insert the name for the maker and second (if necessary) of the motion. Enter the title of the motion, the optional preamble, and the text of the motion. The FS Office Professional will enter the date and motion number.
- 2) The motion form is submitted electronically to the FS Office Professional at least 72 hours in advance of a FS Executive Committee meeting in order to give the committee time to consider the motion. When time permits, the FS Executive Committee will consider all motions submitted prior to the FS Executive Committee Meeting. The FS Executive Committee has the authority to request the maker of a motion to explain the motion at the next scheduled FS Executive Committee meeting. This allows the maker of the motion to answer questions posed by the Executive Committee and may result in returning a motion to the maker, with instructions, to clarify the text or concepts expressed.

- 3) The FS Executive Committee places the motion on the agenda for the subsequent FS meeting. Historically, the FS Executive Committee has placed all well constructed motions on the agenda.
- 4) The FS Office Professional distributes the agenda and motions to be considered 1 week in advance of the Senate meeting.
- 5) The motion is brought to the floor of the Senate by the FS President in the order of business on the agenda.

Two exceptions to this pathway exist:

- a) The Committee on Committees may bring a motion that includes nominations or charge changes without prior submission to the FS Executive Committee. These motions have historically been addressed as part of the FS Vice-President report or under "As may arise". Ideally, such motions would be non-controversial.
- b) A Senator or faculty member may bring a motion directly to the floor of the Senate as an "As may arise", bypassing the FS Executive Committee and without prior distribution. This action leads the motion to be offered for a "first reading"; discussion of and deliberation on the motion is deferred to the next Senate meeting, unless a motion is made to suspend the rules. If the "motion to suspend the rules" is upheld, action may then be taken on the motion.