

# NEW SENATOR ORIENTATION

## 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 McTamane, Ed.D. (Peabody), Past Chair**  
**Ben Harris, MM (Blair), Past Vice Chair**

**Stacey McCarty, Administrative Coordinator | Office of the Faculty Senate**  
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## Faculty Senate

### **Table of Contents**

Vanderbilt University Faculty Senate Executive Committee (EC) 2021-2022	4
Vanderbilt University Faculty Senate 2021-2022 Calendar	5
Deans & Ex Officio Members	6
DEANS OF SCHOOLS	6
EX OFFICIO MEMBERS	7
Who is the Faculty Senate?	9
WHAT DOES IT DO?	9
FACULTY SENATE ACHIEVEMENTS	9
FACULTY SENATE GOALS: ENHANCING EXCELLENCE THROUGH SYMBIOSES AND SYNERGIES	10
New Senator Orientation Information	11
SENATE COMPOSITION:	12
SENATOR TERMS:	13
FACULTY SENATE MEETING SCHEDULE:	13
TYPICAL AGENDA FOR MONTHLY FACULTY SENATE MEETINGS:	13
Faculty Senate Membership & Duties	14
SENATOR EXPECTATIONS:	14
FACULTY SENATE ROBERT'S RULES OF ORDER	14
EXECUTIVE COMMITTEE (EC)	15
Senate Standing Committees	16
TASK FORCES	16
FACULTY SENATE STANDING COMMITTEES: TYPES OF CHARGES AND RESPONSIBILITIES	17
COMMITTEE MOTIONS:	17
SENATE COMMITTEES: STANDING CHARGES AND MEMBERS	18
FACULTY SENATE TASK FORCES	20
Faculty Senate Web Page	21

## Faculty Senate

Introduction: Robert's Rules of Order Newly Revised, 12th Edition	22
MAIN MOTION: WHAT DOES THE SENATE WANT TO DO?	22
SECONDARY MOTIONS: HELP ADDRESS MAIN MOTION	24
PRIVILEGED MOTIONS & ORDER OF PRECEDENCE	29
ROBERTS RULES CHEAT SHEET	30
PROCEDURE FOR HANDLING A MAIN MOTION	32
HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS	33
RULE CLASSIFICATION AND REQUIREMENTS	36
Additional Documents	37
Contact the Office of the Faculty Senate	38

## **Vanderbilt University Faculty Senate Executive Committee (EC) 2021-2022**

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## **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 7<sup>th</sup>, 2021

Thursday, November 4<sup>th</sup>, 2021

Thursday, December 9<sup>th</sup>, 2021

Thursday, January 13<sup>th</sup>, 2022 (Elected Senators Only)

Thursday, February 3<sup>rd</sup>, 2022

Thursday, March 3<sup>rd</sup>, 2022

Thursday, April 7<sup>th</sup>, 2022

Thursday, May 5<sup>th</sup>, 2022

### **Faculty Senate Assembly Meetings**

Fall Faculty Assembly August 26<sup>th</sup>, 2021

Spring Faculty Assembly April 28<sup>th</sup>, 2022

## Deans & Ex Officio Members

### 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

## Faculty Senate

### **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

## Faculty Senate

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

## Faculty Senate

- 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.

## Faculty Senate

### **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.

## Faculty Senate

### **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](mailto: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, 12<sup>th</sup> edition is the Faculty Senate parliamentary authority
  - Cited as RONR (12<sup>th</sup> 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

## Faculty Senate

### 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

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

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

### **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.



## Faculty Senate

### **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.

[Faculty Senate Web Page](#)



### Find Your Senator

School/College

Select... ▾

GO


Specific Search

Search Group

Last Name ▾

#### [A Vanderbilt Faculty Senate Resolution Honoring Susan Wentz](#)

#### [A Resolution Thanking Vanderbilt Staff](#)

A photograph of a graduation ceremony. Several graduates in black gowns and caps are walking in a procession. Some are wearing face masks. The background shows a building with "VANDERBILT" visible.

### Town Halls & Community Conversations

Access recordings in the *[All-Faculty Senate Portal](#)*

Chancellor's Lecture Series Community Discussions

TBA

Community Conversations

## **Introduction: Robert's Rules of Order Newly Revised, 12th Edition**

- 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.

## Faculty Senate

- 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:

Type of Motion	Second?	Debatable?	Amendable?	Vote?
Main Motion	Yes	Yes	Yes	Majority

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



## 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

Type of Motion	What is Addressed
Main Motion	What should the Senate do?
Secondary Motions	How do we handle the discussion/debate of the motion? There are three types of secondary motions.
1. Subsidiary Motions	Assist the Senate in addressing the main <b>motion</b>
2. Privileged Motions (not addressed in slides)	Do not relate to the main motion but relate to matters of immediate and overriding importance to the <b>members</b> of the Senate (for example, Recess, Adjourn). Considered important enough to be dealt with immediately.
3. Incidental Motions (not addressed in slides)	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.

## Faculty Senate

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 <b>amend</b> 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 <b>failed</b> . Therefore, the motion remains that we will spend \$10 to purchase lunch for each member from <b>Subway</b> at every meeting.
	<b>OR</b>
Chair	The amendment has <b>carried</b> . Therefore, the motion is that we will spend \$10 to purchase lunch for each member from <b>Panera</b> at every meeting. Is there any further discussion before we vote on the motion?

## Faculty Senate

Speaker	Remarks
Chair	The motion carries by majority vote. We will refer the motion to spend \$10 to purchase lunch for each member at every meeting from Subway [or Panera if the amendment carried] to the Finance Committee to determine if we have funds to cover this expenditure. The Finance Committee will report back at our next regularly scheduled meeting.
Chair	Is there any other business?
Senator P	Yes, I move that...., (introduces new main motion)

### Putting it together: Main & Subsidiary Motions

Type of Motion	Second?	Debatable?	Amendable?	Vote?	ORDER
Lay on the Table	Yes	No	No	Majority	HIGH
Previous Question	Yes	No	No	2/3's	
Limit/Extend Debate	Yes	No	Yes	2/3's	
Postpone Definitely	Yes	Yes	Yes	Majority	
Commit (or Refer)	Yes	Yes	Yes	Majority	
Amend	Yes	Yes	Yes	Majority	
Postpone Indefinitely	Yes	Yes	Yes	Majority	
MAIN MOTION	YES	YES	YES	MAJORITY	LOW

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.**

## Faculty Senate

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 <b>amend</b> 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.

## Faculty Senate

Speaker	Remarks
Chair	Is there any other discussion on this amendment?
Senator I	I move that we refer this motion to the Finance Committee.
Senator J	Second.
Senator I	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?
Chair	Is there any more discussion?
Senator G	I move the previous question.  (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.
Chair	2/3's majority affirmed previous question. Therefore, we will vote on the motion to refer to Finance Committee.



## Faculty Senate

Speaker	Remarks
	Vote now occurs on whether or not to refer to Finance Committee.
Chair	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?
Senator P	Yes, I move that....(introduces new main motion)
	OR
Chair	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.
	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.
Chair	Is there any other business?
Senator P	Yes, I move that.....(introduces new main motion)

### PRIVILEGED MOTIONS & ORDER OF PRECEDENCE

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

**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.**

## Faculty Senate

### ROBERTS RULES CHEAT SHEET

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

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.

## Faculty Senate

**ROBERTS RULES CHEAT SHEET CONTINUED**

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

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."

## Faculty Senate

### 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

## Faculty Senate

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."

## Faculty Senate

**RULE CLASSIFICATION AND REQUIREMENTS**

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

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](#)

## Faculty Senate

### Contact the Office of the Faculty Senate

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

*From Your Faculty Senate Executive Committee:*

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