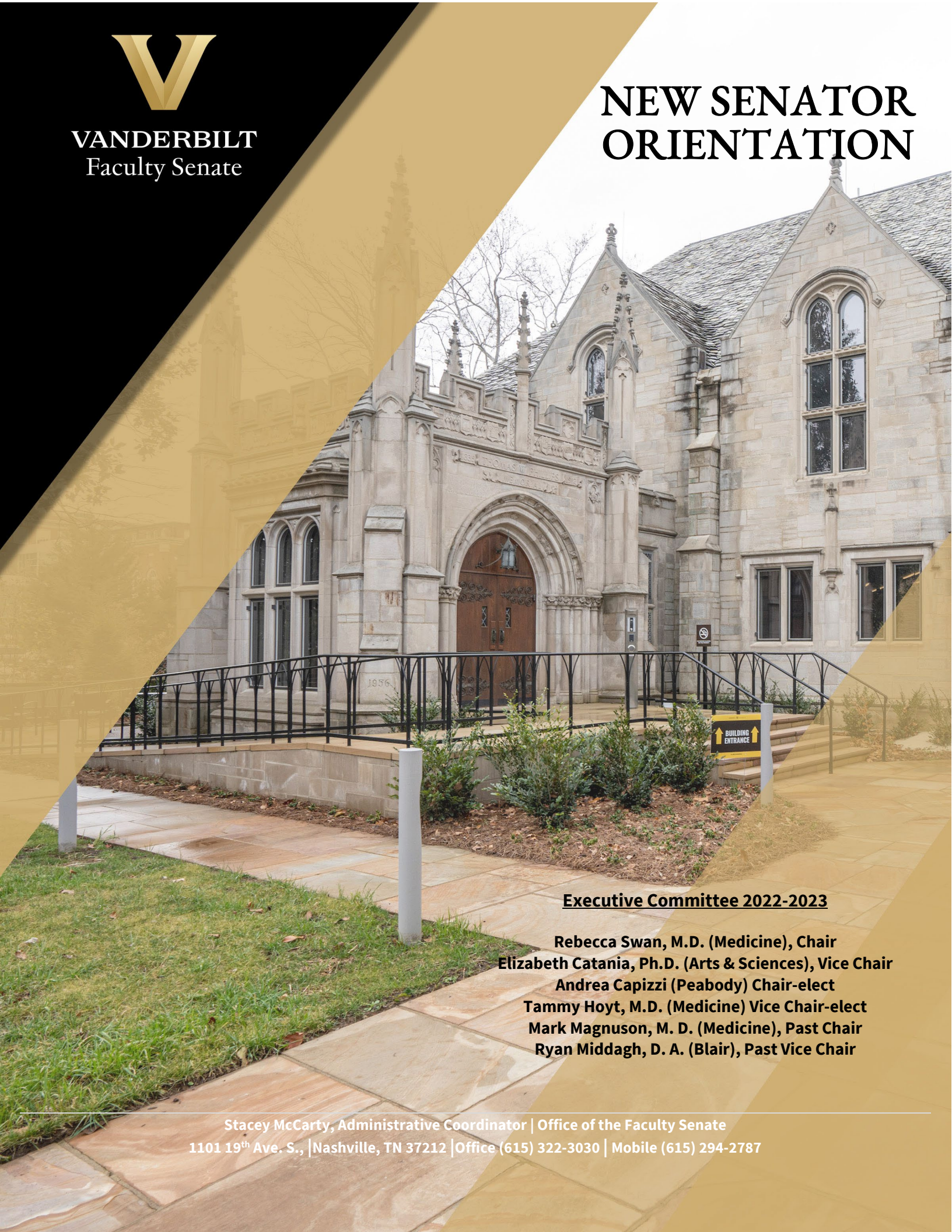




VANDERBILT
Faculty Senate

NEW SENATOR ORIENTATION



Executive Committee 2022-2023

Rebecca Swan, M.D. (Medicine), Chair
Elizabeth Catania, Ph.D. (Arts & Sciences), Vice Chair
Andrea Capizzi (Peabody) Chair-elect
Tammy Hoyt, M.D. (Medicine) Vice Chair-elect
Mark Magnuson, M. D. (Medicine), Past Chair
Ryan Middagh, D. A. (Blair), Past Vice Chair

Stacey McCarty, Administrative Coordinator | Office of the Faculty Senate
1101 19th Ave. S., | Nashville, TN 37212 | Office (615) 322-3030 | Mobile (615) 294-2787

Table of Contents

<i>Vanderbilt University Faculty Senate Executive Committee (EC)</i>	4
2022-2023	4
<i>Vanderbilt University Faculty Senate 2022-2023 Calendar</i>	5
<i>Deans & Ex Officio Members</i>	6
DEANS OF SCHOOLS	6
EX OFFICIO MEMBERS	7
<i>Who is the Faculty Senate?</i>	9
WHAT DOES IT DO?	9
FACULTY SENATE 2021-2022 BUSINESS COMPLETED	9
Faculty Goals for 2022-23: Community, Clarity, and Communication	10
Clarity: focusing on the core identity of the Senate in its role in the shared governance in representing and advocating for the faculty.	10
Communication: encouraging open dialogue with faculty, transparent and frequent updates on work of the Senate, and responsive portals for feedback from the faculty.	10
Community: re-engaging in person, to build professional and social connections as we work to contribute to the mission of the institution.	10
<i>New Senator Orientation Information</i>	11
SENATE COMPOSITION:	12
SENATOR TERMS:	13
FACULTY SENATE MEETING SCHEDULE:	13
TYPICAL AGENDA FOR MONTHLY FACULTY SENATE MEETINGS:	13
<i>Faculty Senate Membership & Duties</i>	14
SENATOR EXPECTATIONS:	14
FACULTY SENATE ROBERT’S RULES OF ORDER	14
EXECUTIVE COMMITTEE (EC)	15
<i>Senate Standing Committees</i>	16
TASK FORCES	16
FACULTY SENATE STANDING COMMITTEES: TYPES OF CHARGES AND RESPONSIBILITIES	17
COMMITTEE MOTIONS:	17

SENATE COMMITTEES: STANDING CHARGES	18
FACULTY SENATE TASK FORCES	20
<i>Introduction: Robert's Rules of Order Newly Revised, 12th Edition</i>	21
MAIN MOTION: WHAT DOES THE SENATE WANT TO DO?	21
SECONDARY MOTIONS: HELP ADDRESS MAIN MOTION	23
PRIVILEGED MOTIONS & ORDER OF PRECEDENCE	28
ROBERTS RULES CHEAT SHEET	29
ROBERTS RULES CHEAT SHEET CONTINUED	30
PROCEDURE FOR HANDLING A MAIN MOTION	31
HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS	32
RULE CLASSIFICATION AND REQUIREMENTS	35
<i>Additional Documents & Resources</i>	36
<i>Contact the Office of the Faculty Senate</i>	37



Vanderbilt University Faculty Senate Executive Committee (EC) 2022-2023

Rebecca Swan, M.D., (Medicine) Chair

Professor of Pediatrics
Assistant Dean, Graduate Medical Education
rebecca.swan@vanderbilt.edu
615-322-3023

Elizabeth Catania, Ph.D., Vice Chair

Assistant Professor in Neuroscience
elizabeth.catania@vanderbilt.edu
615-343-3136

Andrea Capizzi, Chair-elect

Associate Professor of the Practice
Director of Undergraduate Studies, Department of Special Education
andrea.capizzi@vanderbilt.edu
615-322-6401

Tammy Hoyt, M.D. Vice Chair-elect

Associate Professor
Clinical, Clinical Radiology & Radiological Sciences
tamarya.l.holt@vumc.org

Mark Magnuson, M.D., Past Chair

Professor of Molecular Physiology and Biophysics
Louise B. McGavock Chair
mark.magnuson@vanderbilt.edu
615-322-7006

Ryan Middagh, D. A., (Blair), Past Vice Chair

Director of Jazz Studies
ryan.middagh@vanderbilt.edu
615-343-3109

Stacey McCarty, (Senate) Administrative Coordinator

Office of the Faculty Senate
stacey.mccarty@vanderbilt.edu
615-322-3030



Vanderbilt University Faculty Senate 2022-2023 Calendar

Faculty Senate Meetings

Thursdays from 4:10 to 5:30 pm

1101 19th Ave. S.

Large Meeting Room on 2nd floor

Thursday, September 15th, 2022

Thursday, October 6th, 2022

Thursday, November 3rd, 2022

Thursday, December 8th, 2022

Thursday, January 12th, 2023 (Elected Senators Only)

Thursday, February 2nd, 2023

Thursday, March 2nd, 2023

Thursday, April TBD, 2023 (Confirming new date)

Thursday, May 4th, 2023

Faculty Senate Assembly Meetings

Fall Faculty Assembly September 1st, 2022

Spring Faculty Assembly April 10th, 2023

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
Vice Provost for Graduate School and Dean of the 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.

GL BLACK
Dean of Students

DONALD BRADY
Senior Associate Dean for Health Sciences

DOUG CHRISTIANSEN
Vice Provost for University Enrollment 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

AMY JOHNSON
Assistant Provost for Immersion and Experiential Learning

ERIC KOPSTAIN
Vice Chancellor for Administration

JOHN LUTZ
Vice Chancellor for Development and Alumni Relations

MARK MAGNUSON
Past Chair of Faculty Senate



JOHN McCLEAN
Parliamentarian

RYAN MIDDAGH
Past Vice-Chair of Faculty Senate

JENNIFER PIETENPOL
Executive Vice President for Research

PADMA RAGHAVAN
Vice Provost for Research

DAVID RAIFORD
Senior Associate Dean for Faculty Affairs

C. CYBELE RAVER
Provost and Vice Chancellor for Academic Affairs

CLEO RUCKER
Associate Vice Chancellor for Administration

ALEX SEVILLA
Vice Provost, Career Advancement and Engagement

TRACY SHARPLEY-WHITING
Vice Provost for Arts and Libraries

JON SHAW
University Librarian

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 2021-2022 BUSINESS COMPLETED

Motion Title	Date Passed by Senate	Current Status
Changes to composition of Promotion and Tenure Review Committee (PTRC)	12/9/2021	Approved by the Chancellor
Motion to Amend Vanderbilt University Faculty Senate Rules of Order Re: Clerical Errors	3/3/2022	Approved by the Chancellor
Vanderbilt University Faculty Senate Resolution on Ukraine	3/3/2022	N/A
Motion to Amend Vanderbilt University Faculty Senate Constitution Re: Clerical Errors	4/7/2022	Approved by Chancellor
Motion to Modify Standing Charges for SPAF Committee	4/7/2022	Approved by Chancellor
Addressing Faculty Salary Equity and Competitiveness	5/5/2022	Sent to Provost on 5/10/2022
Expanding Cost Tiers for Health Care Coverage	5/5/2022	Sent to Provost on 5/10/2022
Benchmarking of Faculty Benefits to Other Top Institutions	5/5/2022	Sent to Provost on 5/10/2022
Changes to Faculty Manual: Removal of Binary Pronouns	5/5/2022	Approved by Chancellor



Faculty Goals for 2022-23: Community, Clarity, and Communication

Clarity: focusing on the core identity of the Senate in its role in the shared governance in representing and advocating for the faculty.

Communication: encouraging open dialogue with faculty, transparent and frequent updates on work of the Senate, and responsive portals for feedback from the faculty.

Community: re-engaging in person, to build professional and social connections as we work to contribute to the mission of the institution.

New Senator Orientation Information

Orientation date: August 22, 2022

New Senator To-Do List

- Put all Faculty Senate meetings on your calendar. Attendance expected
 - [Schedule of Meetings](#)
- Read the [Faculty Senate Constitution](#)
- Read [Faculty Senate Rules of Order](#)
- Read the [Vanderbilt University Board of Trust By-Laws](#)
 - In particular, Chapter II, Immediate Government of the University, Part D
- Contact your committee chair if they have not contacted you by early September
- 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](#)

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 or co-chairs, 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 chair 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:

- Oversees the work of the Senate and the standing committees
- Meets weekly
- Meets monthly with the Provost and the Chancellor
- Is the only committee authorized to act and speak on behalf of Faculty Senate membership.
 - [Rules of Order](#)
- Works closely with the Administrative Coordinator, Stacey McCarty, to ensure that the Senate's business is conducted appropriately and timely.
- Appoints Senate standing committees, each with an EC liaison
- 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.
- 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.
- Participates as members of the Senate's Consultative Committee, which oversees the selection of finalists for the Branscomb, Heard, Wyatt, and Jefferson Awards.
- Is a liaison between faculty and administration

Senate Standing Committees

Committee	Chair	EC Liaison
1. Academic Policies and Services (APS)	Kristen Scarpato & Phil Liberman	Tammy Hoyt
2. Diversity, Equity, & Inclusion (DEI)	Jonathan Waters & Susie Leming	Elizabeth Catania
3. Faculty Life (FLC)	ML Sandoz & Alissa Hare	Elizabeth Catania
4. Faculty Manual (FMC)	Doug Fisher	Rebecca Swan
5. Grievances (GrC)	Catherine McTamane	Rebecca Swan
6. Senate Affairs (SAC)	Brian Heuser	Mark Magnuson
7. Strategic Planning and Academic Freedom (SPAF)	Jacob Sauer	Ryan Middagh
8. Student Life (SLC)	Claudine Taaffe	Andrea Capizzi

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 Administrative 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 and 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
- The Faculty Senate Office will provide a

SENATE COMMITTEES: STANDING CHARGES

Visit the [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 the impact of university-wide strategic planning on faculty self-governance and on the ability of faculty to perform their teaching, research and creative self-expression, service, and other professional responsibilities effectively. To be concerned with the policies regarding professional ethics, conscience, and academic freedom under Article II., Section C. 5 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.

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.
- 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 motion
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 members 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.

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?

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	 <p>HIGH</p> <p>LOW</p>
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	

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.

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.

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
Question of Privilege	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.**

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.

ROBERTS RULES CHEAT SHEET CONTINUED

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
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."

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

Class of Rule	Requirements to Adopt	Requirements to Suspend
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 Rues 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 & Resources

- 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](#)
- e) [Faculty Senate website](#) (Currently under construction, new site coming soon)



Find Your Senator

School/College

Select... v

GO

Specific Search

Search Group

Last Name v

SEARCH

Senate Meetings 2022-2023

4:10-5:30 pm | The Faculty Commons
1101 19th Ave. S. - Large Meeting Room on 2nd floor

Recordings of senate meetings will be sent out afterwards for those absent.

September 1, 2022 - Fall Assembly

September 15, 2022

October 6, 2022

November 3, 2022

December 8, 2022

January 12, 2023 - Elected Senators Only

February 2, 2023

March 2, 2023

April 10, 2023 - Spring Assembly (Monday)

April 13, 2023

May 4, 2023



(1101 19th Ave. Home to the Faculty Senate Office, Faculty Commons and Digital Commons)

The Faculty Senate is the representative and deliberative body of the Faculties. Centrally involved in the governance of the university, it comprises elected members, deans of the colleges and schools, and ex officio members, including the Chancellor. [Click here to learn more about shared governance at Vanderbilt.](#)

TUITION BENEFIT UPDATES FOR FACULTY:

- [Ed Assist Website updates August 2021](#)
- [Dependent Tuition for Faculty](#)
- [Tuition Benefit for Faculty Spouse](#)
- [Tuition Benefit for Faculty](#)

[More Vanderbilt Academics Photos »](#)

All-Faculty Senate Portal

Find information about Faculty Senate meetings, presentation materials, and draft minutes.

Town Halls & Community Conversations

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

Town Hall TBA
Community Conversations TBA

I Am Vanderbilt

[I Am Vanderbilt Nominations](#)

Social Media

[Facebook](#)

[Twitter](#)

[Instagram](#)

Recent News

Fall Faculty Assembly will be in person on Sept. 1

Contact the Office of the Faculty Senate

Stacey McCarty, Administrative Coordinator

stacey.mccarty@vanderbilt.edu

Elissa Moody, Graduate Assistant

elisa.f.moody@vanderbilt.edu

1101 19th Ave S.
Nashville, TN.
37212

Thank you for your service.

From Your Faculty Senate Executive Committee:

Rebecca Swan, Chair

rebecca.swan@vanderbilt.edu

Elizabeth Catania, Vice Chair

elizabeth.catania@vanderbilt.edu

Andrea Capizzi, Chair-elect

andrea.capizzi@vanderbilt.edu

Tammy Hoyt, Vice Chair-elect

tamarya.l.holt@vumc.org

Mark Magnuson, Past Chair

mark.magnuson@vanderbilt.edu

Ryan Middagh, Past Vice Chair

ryan.middagh@vanderbilt.edu

Connect with us:

facultysenate@vanderbilt.edu