

**UNIVERSITY COMMITTEE RECOMMENDATION TO AMEND *FACULTY POLICIES AND PROCEDURES* 1.30.A., 2.10.K., 3.04.B., AND 5.11. REGARDING THE DEFAULT PARLIAMENTARY MANUAL**

In December 1998, the Faculty Senate adopted Robert's Rules of Order as the default parliamentary manual for the university faculty, the Faculty Senate, school/college faculties, and departments. The December 1998 legislation references the 1990 (9<sup>th</sup>) edition of Robert's Rules of Order Newly Revised. In February 2002, the Faculty Senate approved adoption of the 2000 (10<sup>th</sup>) edition of Robert's Rules of Order Newly Revised. There is now a 2011 (11<sup>th</sup>) edition of Robert's Rules of Order Newly Revised. The University Committee recommends that *Faculty Policies and Procedures* 1.30.A., 2.10.K., 3.04.B., and 5.11. be amended as indicated below.

1.30. MEETINGS OF THE FACULTY.

- A. CALLING OF MEETINGS. Meetings of the faculty shall be held at the call of the chancellor; or at the request of the University Committee; or on the written petition, to the secretary of the faculty, or of any hundred members of the university faculty, and shall be consistent with the provisions of the state's Open Meetings Law. Robert's Rules of Order Newly Revised, 11<sup>th</sup> edition, shall be the parliamentary manual for all meetings of the university faculty.

2.10. PROCEEDINGS OF THE SENATE.

- K. Unless otherwise provided for in Faculty Policies and Procedures, Robert's Rules of Order Newly Revised, 11<sup>th</sup> edition, shall be the parliamentary manual of the senate, and the chancellor shall appoint a parliamentarian to advise him/her.

3.04. MEETINGS OF COLLEGE AND SCHOOL FACULTIES.

- B. Each faculty shall make rules of procedure and provide for committees. Robert's Rules of Order Newly Revised, 11<sup>th</sup> edition, shall be the default parliamentary manual for all meetings of school/college faculties, but in case of conflict between Robert's and any rules adopted by those bodies, the latter shall take precedence.

5.11. DEPARTMENTAL FACULTIES: FUNCTIONS. The immediate governance of the department is vested in its departmental faculty (as defined in 5.10.) which has jurisdiction over all the interests of the department, including authority to determine all departmental questions that are not vested in the departmental executive committee by 5.20. and 5.21. The faculty of the department shall be responsible for teaching, research, and public service. Robert's Rules of Order Newly Revised, 11<sup>th</sup> edition, shall be the default parliamentary manual for all meetings of departments and for their executive committees, but in case of conflict between Robert's and any rules adopted by those bodies, the latter shall take precedence. Meetings of the departmental faculty shall be consistent with the provisions of the state's Open Meetings Law.

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The changes made in *Robert's Rules of Order Newly Revised* (Eleventh Edition) are explained and summarized in the preface to that edition and online at [www.robertsrules.com](http://www.robertsrules.com). Some of the most significant changes in the new edition are excerpted below.

In the preparation of this edition, the entire text of the work has been subjected to a thorough review, seeking to ferret out any remaining inconsistencies or ambiguities in concept or statement. Some of the most significant changes are:

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- A thorough revision of Chapter XX, Disciplinary Procedures, including more detailed treatment of removal of officers and trials as well as expanded provisions on remedies for abuse of authority by the chair in a meeting and on handling disruptions by members.
- Revision of the content of modified parliamentary rules in small boards and in committees, together with recognition that a small assembly may wish to employ these less formal procedures.
- Provision that a board may adopt its own special rules of order and standing rules so long as they do not conflict with the society's rules.
- A new subsection on “electronic meetings,” with substantially expanded treatment of the topic.
- Recognition of “one person, one vote” as a fundamental principle of parliamentary law.
- Addition of a definition of a member “in good standing.”
- Clarification of the rules governing the ways in which business can go over from one session to a later one, including making clear, with the inclusion of unfinished business and unfinished special orders, that there are five such ways (instead of the four explicitly identified as such in earlier editions).
- Clarification of the nature of the notice required for special meetings, and the relation between it and the motions in order at the special meeting.
- A new subsection on challenging the announced result of elections; a substantial revision of the section on *Motions Relating to Methods of Voting and the Polls*; and more precise rules on the retention of tally sheets and ballots, on the remedy for violation of the right to vote, and on time limits for recounting, challenging, and changing a vote, as well as for seeking to retake it by another method.
- New provisions on precedent.
- Recognition of “Is there any debate?” as a less formal alternative to “Are you ready for the question?” and clarification of the proper procedure with regard to the use of these questions, or use of the question, “Are there any amendments?” depending on whether the motion is debatable or amendable.
- Establishment of *Request for Information* as the preferred name for the motion *Point of Information*, in an effort to reduce the common misunderstanding or misuse of this motion to give information rather than request it.
- Clarification of the relation between acts of an executive board and its parent assembly.
- Revision of the rules concerning the suspending effect of *Reconsider* and addition of a new sub-subsection on reconsideration of a motion that is no longer in order because of intervening action.
- More precise delineation of the motions in order in the absence of a quorum and in a convention before adoption of the Credentials Committee report, as well as what rules apply before adoption of the Standing Rules of the Convention.
- Clarification of what rights members have to inspect records of the assembly, boards, and committees.
- Provision permitting notice to be sent by electronic communication, such as e-mail or fax, to members who consent.

A list of additional changes is available at [www.robertsrules.com/changes11.html](http://www.robertsrules.com/changes11.html)