

University Senate Orientation

2015-2016

<http://und.edu/university-senate/>



In the next hour, we're going to cover:

- Who the U Senate is
- What new senators should expect
- How parliamentary procedure works
- Why we need you

Who are we?



The University Senate Webpage

und.edu/university-senate/

University Senate

University Senate

- University Council
- University Senate
- Faculty Handbook
- Organization and Services Guide
- Dispute Resolution
- Contact

University Senate

In addition to serving as the legislative body for the University of North Dakota, the University Senate also provides a mechanism for constructive dialogue between faculty, staff, students, and administrators. And, through its committees, the University Senate provides the structure through which these four groups collaboratively govern the institution.

The Senate meets on the first Thursday of each month during the academic year at 4:05 p.m. in Room 113 of the Education Un Building. All are welcome to attend Senate meetings.

Recent Accomplishments

- Adoption of a process to create a faculty senate, with constitution and by-law development to occur in Fall 2015.
- Adoption of a resolution to support retaining NDUS legal counsel and internal auditing functions.

Upcoming Events/Issues

- First University Senate meeting of the 2015-16 academic year is Thursday, September 3.
- July University Senate Executive Committee meeting: Thursday, July 23, noon -- 2:00 p.m., Gamble 130. The agenda is available [here](#).

Faculty Handbook

Agendas and Minutes

Senate Membership



Functions of Our University Senate

- We assemble to transact important business (exercise the powers of the University Council)
- We address current developments affecting the University
- We work in community for the good of the university



Some of Our Senate's Past Actions

- Conducted “Budget 101” sessions
- Advocated for the library
- Dispersed faculty travel and research funding
- Conducted a study to rewrite the USAT forms
- Surveyed faculty and moved towards a faculty senate
- Provided faculty representation for the logo and presidential search committee
- Advocated for legal counsel and auditors

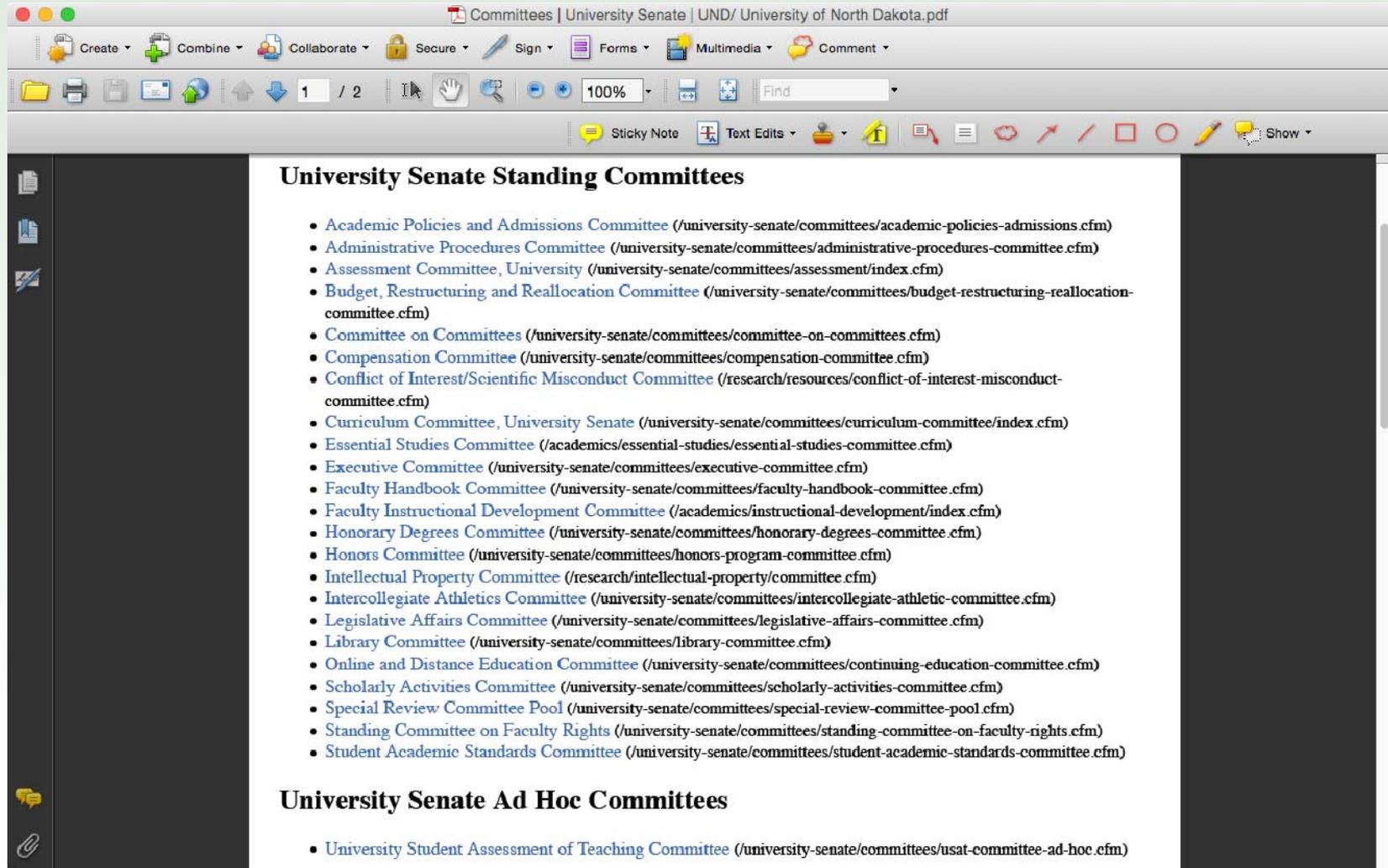


Senate Meetings

- Please reserve the 4-6 pm slot on Thursdays.
- Please be prepared to meet more often than in past years as we transition to Faculty Senate and discuss other issues before the U Senate.



U Senate Standing Committees



The image shows a screenshot of a PDF viewer window. The title bar reads "Committees | University Senate | UND/ University of North Dakota.pdf". The viewer interface includes a top toolbar with options like "Create", "Combine", "Collaborate", "Secure", "Sign", "Forms", "Multimedia", and "Comment". Below the toolbar is a navigation bar with a page indicator "1 / 2", a zoom level of "100%", and a search field. The main content area displays the following text:

University Senate Standing Committees

- [Academic Policies and Admissions Committee](#) (/university-senate/committees/academic-policies-admissions.cfm)
- [Administrative Procedures Committee](#) (/university-senate/committees/administrative-procedures-committee.cfm)
- [Assessment Committee, University](#) (/university-senate/committees/assessment/index.cfm)
- [Budget, Restructuring and Reallocation Committee](#) (/university-senate/committees/budget-restructuring-reallocation-committee.cfm)
- [Committee on Committees](#) (/university-senate/committees/committee-on-committees.cfm)
- [Compensation Committee](#) (/university-senate/committees/compensation-committee.cfm)
- [Conflict of Interest/Scientific Misconduct Committee](#) (/research/resources/conflict-of-interest-misconduct-committee.cfm)
- [Curriculum Committee, University Senate](#) (/university-senate/committees/curriculum-committee/index.cfm)
- [Essential Studies Committee](#) (/academics/essential-studies/essential-studies-committee.cfm)
- [Executive Committee](#) (/university-senate/committees/executive-committee.cfm)
- [Faculty Handbook Committee](#) (/university-senate/committees/faculty-handbook-committee.cfm)
- [Faculty Instructional Development Committee](#) (/academics/instructional-development/index.cfm)
- [Honorary Degrees Committee](#) (/university-senate/committees/honorary-degrees-committee.cfm)
- [Honors Committee](#) (/university-senate/committees/honors-program-committee.cfm)
- [Intellectual Property Committee](#) (/research/intellectual-property/committee.cfm)
- [Intercollegiate Athletics Committee](#) (/university-senate/committees/intercollegiate-athletic-committee.cfm)
- [Legislative Affairs Committee](#) (/university-senate/committees/legislative-affairs-committee.cfm)
- [Library Committee](#) (/university-senate/committees/library-committee.cfm)
- [Online and Distance Education Committee](#) (/university-senate/committees/continuing-education-committee.cfm)
- [Scholarly Activities Committee](#) (/university-senate/committees/scholarly-activities-committee.cfm)
- [Special Review Committee Pool](#) (/university-senate/committees/special-review-committee-pool.cfm)
- [Standing Committee on Faculty Rights](#) (/university-senate/committees/standing-committee-on-faculty-rights.cfm)
- [Student Academic Standards Committee](#) (/university-senate/committees/student-academic-standards-committee.cfm)

University Senate Ad Hoc Committees

- [University Student Assessment of Teaching Committee](#) (/university-senate/committees/usat-committee-ad-hoc.cfm)



Standing Committees

- Perform the bulk of the work of the Senate
- Are delegated to perform specified tasks on behalf of the Senate
- Can formulate Reports, Proposals, and Motions
- Might be asked to attend U Senate meetings as a resource

What should you expect?



Senate Meetings— How We Begin

- Bring with you the agenda you received in advance through campus mail (agenda is set by SEC two weeks in advance)
- Check in with Lori Hofland
- Pick up special attachments
- Pick up your motion form
- Pick up your voting record
- The Senate Chair will call the meeting to order



Senate Meetings— What Happens

6 Elements of the U Senate meeting

1. Announcements—can be lengthy and include visitors
2. Approval of minutes of prior meeting
3. Question Period—question or issue
4. Consent Calendar—committee reports, matters likely needing little/no discussion, often voted on as a block
5. Business Calendar—matters needing greater discussion and a vote, old and new business
6. Matters Arising—matter too new to have made it to the agenda



Senator Duties

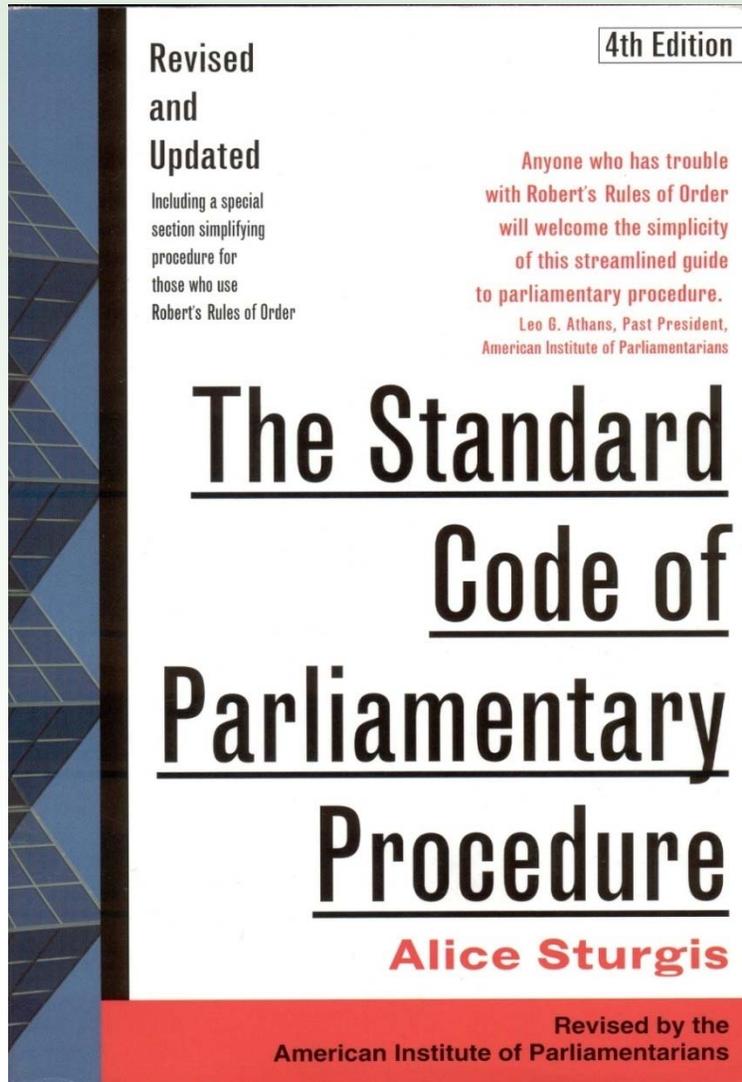
- Be prepared for the discussions brought before the U Senate
- Participate actively in discussions
- Serve as a conduit of information both ways, bringing information from the U Senate to the campus and bringing ideas/issues from campus to the U Senate

Please remember for the first few meetings to state your name when addressing the Senate



*How does Parliamentary
Procedure work?
(Or Parli Pro 101)*





Sturgis 4th Edition



A Few Standing Rules of the University Senate

- Only Senators can speak during U Senate meetings
- Visitors speak only with the consent of the U Senate
- Members should not speak for longer than 2 consecutive minutes w/o Senate approval



Speaking Protocol

- Raise your hand if you wish to be recognized to speak to a motion or issue or to raise a question.
- When you are recognized, stand, state your name, and address the members of the senate.
- Use your classroom voice so we all can hear you!



Motions

Purpose: *to bring a proposal or recommendation for action before the Senate for discussion and decision*

One subject at a time!

- only one main motion at a time



Discussion or Amendments must be GERMANE

- Meaning that they must be relevant to
and
have a direct bearing upon
the subject of the pending motion

Main Motions

- No motion may be ignored (unless it is out of order)
- Motions must be acted upon:
 - Approved
 - Defeated
 - Withdrawn
 - Amended
 - Referred (back to a committee)
 - Postponed (tabled)



Main Motions
may be amended

Amended Motions
may be amended



Amending a Motion

- Amend a motion to modify it so that it will better express the will of the Senate
- An amendment has to be seconded and then voted upon before going back to the main motion

Four Types of Amendments

- Amendment by addition (insertion)
- Amendment by deletion (striking out)
- Amendment by striking out and inserting.
- Amendment by substitution

Friendly Amendments

1. A member proposes an amendment to a motion that he/she feels would be acceptable to the maker of a motion
2. The maker may accept the friendly amendment
3. However, **if the maker or another member objects**, the friendly amendment would need a second, and would be voted upon as any other amendment

Tabling a Motion

1. Postponing Temporarily (to an undetermined time, presumably at the same meeting)

- Not debatable
- Requires a second
- Requires a majority
- Assembly can resume consideration at any time with a motion to do so

2. Postponing to a Certain Time

- Not really tabling a motion
- Creating an agenda item for a future meeting



Calling the Question

(Not the proper approach
according to Sturgis)

Correct way is to move to
close debate



Closing Debate

If approved by a 2/3 majority, it . . .

- prevents further debate
- prevents further amendments
- prevents further motions

except for postponing temporarily –

If this is the case, when consideration is resumed, the motion comes to an immediate vote.

Voting

Sometimes votes are recorded;
sometimes not.

- In general, votes taken during the **Consent Calendar** portion of the meeting are not recorded.
- Votes taken during the **Business Calendar** are recorded.

Adjournment

At 5:30pm

- Unless someone moves to adjourn at an **earlier** time, or unless someone moves to adjourn at a specified **later** time.
- Courtesy dictates that if someone is talking at 5:30, they are permitted to finish their comments, at which time the meeting is adjourned if no one immediately moves to extend the time.



Adjournment

If there is a lull in discussion or the agenda is completed, the Chair can simply declare the meeting adjourned or ask for a motion to do so.

- Anyone can move to adjourn
- Not debatable
- Requires a second
- Requires a majority vote

Why we need you !

- Everyone has something to contribute
- You have been elected to represent your peers
- This is an exciting and critically important year of opportunity, so your engagement is even more important than ever
- We're counting on you to make a difference!



Questions?



Thank You!

We are looking forward to
an exciting year of
University Senate!

