



October 5, 2010

Dear Faculty Senators and Members of the Senate Executive Committee:

Welcome to the 2010-2011 Faculty Senate. This is to confirm the date and time for the first meeting of the Senate Executive Committee for Monday, October 11 at 2:30 p.m. in 142 Gerberding Hall and the Faculty Senate for Thursday, October 28 at 2:30 p.m. in Savery 260.

Please find time to read the attached packet of orientation material. It's important: designed to create common understanding of

- how the various facets of the Faculty Senate work,
- what kinds of legislation are considered by the SEC and Faculty Senate,
- guidelines for Faculty Council Chairs, and
- basics of parliamentary procedure.

I hope you find this material helpful as you begin your work this year on the Faculty Senate. If you have any questions or would like more information on any topic, please don't hesitate to contact me through my assistant, Nancy Bradshaw, at <senate@u.washington.edu> or 206-685-2703.

I look forward to seeing you at the first meetings and working with you this year.

Sincerely,

A handwritten signature in black ink, appearing to read 'James W. B.' with a large flourish at the end.

James W. Harrington, Jr.
Professor of Geography
Chair, Faculty Senate

/nlb

Attachments



2010-11 Senate Executive Committee/Faculty Senate Orientation Packet

Faculty Senate Chair: JW Harrington
Faculty Senate Vice Chair: Susan Astley
Secretary of the Faculty: Marcia Killien

Table of Contents

Schedule of Senate and Executive Committee Meetings 1

Senate Executive Committee Directory, 2010–2011 2

Office of University Committees and Faculty Senate 3

Faculty Senate Listservs 4

Overview of the Senate Executive Committee..... 6

Overview of the Faculty Senate..... 8

Senate Committees..... 10

Guidelines for Faculty Council Chairs..... 11

Faculty Senate Legislation: Definitions, Review and Approval 13

How-To Guide to the Legislative Process 14

Some Basics of Parliamentary Procedure 16

Schedule of Senate and Executive Committee Meetings

Autumn Quarter, 2010	
Executive Committee Agenda Deadline-----	October 1
Executive Committee Meeting -----	October 11
SEC Continuation Meeting	October 18
Faculty Senate Meeting-----	October 28
Senate Continuation Meeting -----	November 4
Executive Committee Agenda Deadline-----	November 5
Executive Committee Meeting-----	November 15
SEC Continuation Meeting -----	November 22
Faculty Senate Meeting -----	December 2
Senate Continuation Meeting -----	December 9
Winter Quarter, 2011	
Executive Committee Agenda Deadline-----	January 3
Executive Committee Meeting-----	January 10
SEC Continuation Meeting -----	January 18
Faculty Senate Meeting-----	January 27
Senate Continuation Meeting -----	February 3
Executive Committee Agenda Deadline-----	February 4
Executive Committee Meeting-----	February 14
SEC Continuation Meeting -----	February 22
Faculty Senate Meeting-----	March 10
Senate Continuation Meeting -----	March 17
Spring Quarter, 2011	
Executive Committee Agenda Deadline-----	March 28
Executive Committee Meeting-----	April 4
SEC Continuation Meeting -----	April 11
Faculty Senate Meeting-----	April 21
Senate Continuation Meeting -----	April 28
Executive Committee Agenda Deadline-----	April 29
Executive Committee Meeting-----	May 2
SEC Continuation Meeting -----	May 9
Faculty Senate Meeting-----	May 19
Senate Continuation Meeting -----	May 26

Senate meetings will be held at 2:30 p.m. in Savery 260.

Executive Committee meetings will be held at 2:30 p.m. in 142 Gerberding Hall.

Continuation meetings will occur if necessary to conduct unfinished or special business of the SEC or Senate.

Senate Executive Committee Directory, 2010–2011

Title	Name	Department	E-Mail
Members with vote:			
Senate Chair	JW Harrington	Faculty Senate	jwharringtonjr@gmail.com
Senate Vice Chair	Susan Astley	Faculty Senate	astley@uw.edu
SCPB Chair	Bruce Balick	Astronomy	balick@astro.washington.edu
University President (Interim)	Phyllis Wise	301 Gerberding Hall	pmwise@uw.edu
Faculty at Large			
	Eric Stern	Medicine	estern@uw.edu
	Constance Lehman	Medicine	lehman@uw.edu
	Margaret Baker	Nursing	mwbaker@uw.edu
	Susan Nolen	Education	sunolen@uw.edu
	Vacant	Arts and Sciences	
	Janelle Taylor	Arts and Sciences	jstaylor@uw.edu
	Steve Buck	Arts and Sciences	sbuck@uw.edu
	Kurt Johnson	Medicine	kjohnson@uw.edu
Chair, General Faculty Org., UW Bothell	Bruce Kochis	Interdisciplinary Arts & Sciences, UWB	bkochis@uw.edu
Chair, Faculty Assembly, UW Tacoma	Marcie Lazzari	Social Work, UWT	mlazzari@uw.edu
Chair, Academic Standards	John Schaufelberger	Construction Management	jesbcon@uw.edu
Chair, Faculty Affairs	Rich Christie	Electrical Engineering	christie@ee.washington.edu
Chair, Research	Ron Stenkamp	Biological Structure	stenkamp@uw.edu
Ex-officio without vote:			
Secretary of the Faculty	Marcia Killien	Faculty Senate	secfac@uw.edu
Faculty Legislative Representative	Jim Fridley	Mechanical Engineering/Forest Res.	fridley@uw.edu
Provost ¹	Mary Lidstrom, Interim Provost	301 Gerberding Hall	lidstrom@uw.edu
ASUW President	Madeleine McKenna	Condon 409	asuwpres@uw.edu
GPSS President	Sarah Reyneveld	Condon 101	gpsspres@uw.edu

¹ President's designated representative; votes in the president's absence.
Faculty Senate / SEC Orientation Packet

Office of University Committees and Faculty Senate

The Secretary of the Faculty is the administrator of the Office of University Committees, which provides the staff support for maintaining the records of the Faculty Senate, Faculty Councils and faculty committees, and is responsible for handling Senate elections.

The council support analyst provides support to each Council Chair in arranging meetings, providing meeting notices, taking minutes and conducting analysis and research on issues as needed.

Permanent files are kept in the office for each committee and council and for the Faculty Senate and Executive Committee. If a council makes an informal policy decision or if there are ongoing issues that should be tracked separately, please discuss this with the council support analyst to make sure the information is stored properly.

The office makes increasing use of electronic media to communicate with the faculty, regularly posting meeting minutes and other information to the Faculty Senate Web pages. Faculty Senate elections are now conducted online, and the annual Class C Bulletin, including Senate and Council Rosters, as well as other information, is E-mailed in fall quarter.

The Office of University Committees includes the Secretary of the Faculty and his/her staff; the Faculty Senate includes the Senate Chair, Vice Chair and his/her assistant; both offices are located in Room 36, Gerberding Hall, Box 351271, telephone 543-5939. A small conference room is available for meetings of up to fifteen people.

Location: 36 Gerberding Hall
 Phone: 206-543-5939
 Web site: <http://www.washington.edu/faculty/facsen/>

Name/Title	Contact	Duties
JW Harrington Faculty Senate Chair	206-685-2703 jwharringtonjr@gmail.com	Chairs SEC and Senate meetings; spokesperson for faculty.
Susan Astley Faculty Senate Vice Chair	206-685-2703 astley@uw.edu	Presides over the Senate and SEC in the absence of the Chair.
Bruce Balick Faculty Senate Past Chair	206 543-7683 balick@astro.washington.edu	Chairs the Senate Committee on Planning and Budgeting.
Marcia Killien Secretary of the Faculty	206-685-2702 killien@uw.edu	Oversees faculty governance operations, faculty grievances and adjudications, maintains the University Handbook.
Nancy Bradshaw Assistant to the Chair	206-685-2703 bradsn@uw.edu	Provides support for Chair, Vice Chair and Past Chair, facilitates coordination of governance functions with Secretary and staff, general office management.
Alex Bolton Assistant to the Secretary	206-543-2637 bolt@uw.edu	Provides support for the Secretary of the Faculty.
Craig Bosman Council Support Analyst	206-543-2884 cbosman@uw.edu	Assist with and provide professional support to the University Faculty Councils.

Faculty Senate Listservs

Faculty Senate listservs are the electronic mailing lists available to Senate members for the purpose of discussion within the specific Senate groups and communicating and disseminating information. The following listservs are defined by their membership, purpose, and restrictions on use.

Elected Senators:

Membership: Current elected senators only.

Purpose: Discussion between senators, communication from the Faculty Senate.

Restrictions: Senators may post and read messages. Any use of the listserv outside this list requires approval from the Secretary of the Faculty.

senate_elected@u.washington.edu

Ex-officio Senate Members:

Membership: Current Senate members who are not elected senators; includes the President, Provost, council chairs, legislative representatives, student representatives.

Purpose: Primarily used for distribution of Senate agendas and minutes.

Restrictions: Only Senate members may post and read messages.

senate_exw@u.washington.edu : (Ex-officio Senate members with vote.)

senate_exwo@u.washington.edu: (Ex-officio Senate members without vote.)

senate_exdeans@u.washington.edu: (Ex-officio members, Deans without vote.)

Other Senate Contacts:

Contacts: Includes staff assistants, and others interested in receiving agendas and minutes.

Purpose: Primarily used for distribution of Senate agendas and minutes.

Restrictions: Only contacts on the list can read messages.

senate_other@u.washington.edu

Senate Executive Committee:

Membership: Current Senate Executive Committee members.

Purpose: Primarily used for distribution of SEC and Senate agendas and minutes.

Restrictions: Only SEC members may post and read messages.

sec_members@u.washington.edu

Other SEC Contacts:

Contacts: Includes staff assistants, and others interested in receiving agendas and minutes.

Purpose: Primarily used for distribution of SEC agendas and minutes.

Restrictions: Only contacts on the list can read messages.

sec_list@u.washington.edu

School/College/Campus/ROTC Faculty:

Contacts: Includes voting faculty in each school/college/campus/ROTC.

Purpose: Primarily used to communicate within respective units.

Restrictions: Only contacts on the list can read or respond to messages.

arts_sciences@uw.edu

built_environments@uw.edu

dentistry@uw.edu

engineering@uw.edu

information_school@uw.edu

public_affairs@uw.edu

social_work@uw.edu

rotc@uw.edu

college_education@uw.edu

foster_business@uw.edu

college_environment@uw.edu

school_law@uw.edu

school_medicine@uw.edu

school_nursing@uw.edu

school_pharmacy@uw.edu

school_publiclth@uw.edu

senate_bothell@uw.edu

senate_tacoma@uw.edu

**Overview of the Senate Executive Committee
Excerpts from the *University Handbook*, Volume Two, Part II.**

Section 22-60. Powers and Duties of the Senate Executive Committee

- A. The Executive Committee of the Senate is the faculty committee primarily responsible for the participation of the faculty in University government. Its main responsibilities are to assist the Senate in the discharge of its legislative duties and to provide an effective channel of communication and consultation between the President and the University faculty with respect to their joint and several responsibilities in the immediate government of the University.
- B. The Executive Committee of the Senate:
1. shall set the date and hour of each regular meeting of the Senate and of the Executive Committee;
 2. shall prepare the agenda for Senate meetings;
 3. shall include on the agenda any item requested in writing by at least 10 percent of the voting members of the faculty;
 4. shall make recommendations to the Senate concerning proposed legislative actions;
 5. may request such reports from the Faculty Councils as it deems appropriate;
 6. shall transmit to the Senate all Faculty Council reports as received and shall recommend appropriate action;
 7. may transmit to the Senate for its consideration and action any resolution relating to the general welfare of the University and its faculty;
 8. shall consult with and advise the President and his or her staff on general educational policy and other matters related to the institutional concerns of the University;
 9. shall interpret after consultation with and on advice of the Advisory Committee on Faculty Code and Regulations (Section [22-61](#)) the provisions of the *Faculty Code* on matters other than those within the jurisdiction of the Adjudication Panel ([Chapter 28](#)); [Footnote: The scope of this authority extends to any provision of the *Faculty Code* not currently the subject of an adjudication under [Chapter 28](#). SEC interpretation, meeting of March 25, 1996.]
 10. shall submit for Senate approval the nominees for chair and membership of the Faculty Councils;
 11. may appoint special committees or subcommittees advisory to itself;
 12. shall act for the Senate during the period from the last Senate meeting in the Spring Quarter until the first meeting in the Autumn Quarter, and shall report such actions at the first Senate meeting in the Autumn Quarter.

Section 22-62. Membership of the Executive Committee

- A. The Executive Committee consists of the following voting members:
1. The President of the University or a designated representative;
 2. The Chair of the Senate;
 3. The Vice Chair of the Senate;
 4. The Chair of the Senate Committee on Planning and Budgeting;
 5. The Chair of the General Faculty Organization of the University of Washington Bothell;
 6. The Chair of the Faculty Assembly of the University of Washington Tacoma;
 7. Three Faculty Council chairs;
 8. Eight Senators chosen from the elected members of the Faculty Senate who will be sitting Senators during their term on the Senate Executive Committee.
- B. *Ex officio* members without vote are:
1. The Provost;
 2. The Faculty Legislative Representative;
 3. The President of the Associated Students of the University of Washington;
 4. The President of the Graduate and Professional Student Senate;
 5. The Secretary of the Faculty.

- C. The Senate Executive Committee members listed in Subsections A.7 and A.8 above shall be elected to one-year terms to commence on September 16 of each year.
- D. Each Faculty Council Chair elected per Subsection A.7 above may serve an unlimited number of terms.
- E. Each Senator elected per Subsection A.8 above may serve an unlimited number of one-year terms, but shall serve no more than three terms consecutively.
- F. The Chair of the Faculty Senate may invite the Chairs of Faculty Councils and the Chairs of elected faculty councils of schools, colleges, and campuses to attend meetings of the Senate Executive Committee to report, answer questions, and participate in the discussion of relevant agenda items. Invitees are without vote.
- G. The President may invite administrative officers to attend meetings of the Senate Executive Committee to answer questions and participate in the discussion of relevant agenda items. Invitees are without vote.

Section 22-65. Officers of the Executive Committee

- A. The Chair of the Senate shall chair the Executive Committee.
- B. The Vice Chair of the Senate is the vice chair of the Executive Committee and shall chair its meetings in the Chair's absence.
- C. The Secretary of the Faculty is the secretary of the Executive Committee.

Section 22-66. Meetings of the Executive Committee

- A. A regular meeting of the Executive Committee shall be held not less than ten days before each regular meeting of the Senate.
- B. The President, the Chair of the Senate, or any three members of the Executive Committee may call a special meeting of the committee.

Overview of the Faculty Senate

There are approximately 4100 faculty members with voting rights at the University of Washington. To facilitate governance, the faculty has created the Faculty Senate to serve as its legislative agency, charging it with responsibility for establishing policies, rules, and regulations for the entire University.

The Faculty Senate is composed of 113 senators, elected to two-year terms by their school, college or campus colleagues. Senators are voting members of the faculty with the ranks of assistant professor, research assistant professor, associate professor, research associate professor, professor or research professor. A senator can serve an unlimited number of terms. However, after serving two consecutive terms, a faculty member is not eligible for election to the next term.

Approximately one senator is elected for every 40 voting faculty members in a school, college or campus. In addition to the elected senators, the Faculty Senate includes as voting members the President of the University, Chairs of Bothell and Tacoma Faculty Organizations and the chairs of the University Faculty Councils. Other members of the University community are *ex-officio* members of the Senate with the right to speak, but without vote. They include certain administrators, the Secretary of the Faculty, Faculty and Deputy Faculty Legislative Representatives, Chairs of College Councils (elected faculty councils of schools and colleges), Parliamentarian, and the presidents of the ASUW and GPSS.

The Faculty Senate's principal function is to promote the general welfare of the University and its legislation can directly affect not only the faculty but also the entire University community. The Senate must also propose and enact legislation that accurately represents the UW faculty opinion on the issues under consideration. For more information on procedures for handling legislation complete details are available in the Chapters 22 and 29 of the *Faculty Code*.

In addition to legislating, the Senate gathers information and communicates it to the faculty. All faculty members (among others) are welcome to attend Senate meetings, which occur at least twice during each autumn, winter, and spring quarter and are traditionally held on Thursdays at 2:30 p.m. in Savery 260. Copies of the agenda and complete minutes may also be obtained from the Senate Office, or consult on the Senate home page at <http://www.washington.edu/faculty/facsen/>. Minutes are distributed to faculty in a *Class C Bulletin* after each Senate meeting.

A complete directory of senators, Senate officers, and members of faculty councils and committees is sent to the entire faculty at the beginning of autumn quarter and published on the Faculty Senate Web site. For complete information on Senate operations, see the *Faculty Code*, Chapter 22.

Responsibilities of Senators

If you are elected to the Faculty Senate, your primary role is to represent your faculty constituents. Whenever you participate in Senate debate and votes, remember that you have an obligation to represent your constituency's views. You should take care to identify any personal opinions you express as your own. To ensure that you can adequately represent your colleagues' views, you should make efforts to communicate with them. Prior to Senate meetings, senators receive a copy of the agenda, together with attachments containing copies of reports, proposed legislation and any other documents relevant to the topics to be discussed. You are responsible for discussing this information with your constituency. In some departments, issues before the Senate can easily be placed on the agenda of departmental meetings. Some senators issue newsletters and bulletins informing their colleagues about upcoming legislation and issues of concern, and soliciting their responses and advice. Electronic mail makes it relatively easy and inexpensive to keep in contact with most if not all of your constituents. If you are one senator among a number representing a large department or voting unit, you should make an effort to meet regularly with the other senators in your unit.

A quorum is required to conduct Senate business. At meetings, you should sign the attendance sheet at the room's entrance and pick up copies of any handouts or information being distributed at the meeting.

You should also receive a voting card, which you will use to indicate desire to be recognized by the Chair and to record your vote on Senate actions. When you leave the meeting, remember to return your voting card. For information about conduct on the Senate floor, see *Robert's Rules of Order* or, for general guidance, the section on parliamentary procedure located in this document.

Regular attendance and participation at Senate meetings are crucial if you are to represent your colleagues well. The quorum required to conduct Senate business is a majority of the voting members less the number of those who have notified the Secretary of the Faculty of their inability to attend. You may not send a proxy to Senate meetings. If you miss three meetings without notifying the Secretary of the Faculty, you are considered to have vacated your seat, and an election may be held to appoint a replacement. Warning letters are sent after two absences. If you are unable to attend a meeting, call 543-5939 or E-mail the Assistant to the Secretary of the Faculty at secfac@uw.edu .

Senate Committees

The Senate carries out its responsibilities with the assistance of a number of faculty committees. In addition to the faculty councils, the standing committees of the University faculty, the Senate has three committees of its own: the Senate Executive Committee, the Senate Committee on Planning and Budgeting, and the Advisory Committee on Faculty Code and Regulations.

Senate Executive Committee (SEC)

The SEC determines the agenda for Faculty Senate meetings, assists the Senate in conducting its business, and provides a channel of communication between the President and the faculty. This involves regular interaction with the Faculty Councils, requesting and receiving reports, making recommendations for action by the Faculty Senate, nominating members of councils and committees, and transmitting to the Senate any item requested by at least ten percent of the voting members of the faculty.

Meetings of the SEC are held at least ten days before each regular meeting of the Senate. Traditionally, these meetings have been scheduled for Mondays at 2:30 p.m. in 142 Gerberding Hall.

To ensure proportional representation for all University faculty, some members of SEC vote and some do not. Voting members include the Senate Chair, the Senate Vice Chair, the President of the University (or a designated representative), the Chair of the Senate Committee on Planning and Budgeting, the Chairs of the UW Bothell and Tacoma faculty organizations, three chairs of Faculty Councils, and 8 elected members of the Faculty Senate who will be sitting Senators during their term on the SEC. A number of *ex officio* members have a right to speak but not to vote on matters before the SEC. These include the Provost, Faculty Legislative Representative, Deputy Legislative Representative, the presidents of the GPSS and the ASUW, and the Secretary of the Faculty. The President may invite administrative officers to attend in order to provide information and participate in discussion of agenda items related to their responsibilities.

Senate Committee on Planning and Budgeting (SCPB)

The SCPB advises the administration on the University budget and plans for the future of the University. It also regularly informs the Faculty Senate on University budgeting and planning issues. The committee has twelve faculty members, three administrative members, and three student members. Faculty include the Faculty Senate Immediate Past Chair (who chairs the committee), the Senate Chair, the Senate Vice Chair, the Faculty Legislative Representative, the Deputy Legislative Representative, the Secretary of the Faculty, and six at-large faculty members serving overlapping three-year terms. Administrative members serve with vote and include the Provost, the Vice Provost for Planning and Budgeting, and a representative from the Board of Deans. Student members include the presidents of the GPSS and the ASUW, who serve one-year terms *ex officio* without vote, and a student member nominated jointly by GPSS and ASUW, who serves a one-year term with vote.

Advisory Committee on Faculty Code and Regulations

The Advisory Committee on Faculty Code and Regulations reviews all proposed Class A legislation following first consideration by the Senate. The committee is appointed by, and is advisory to, the SEC and is responsible for making recommendations on proposed legislation's clarity, precision, and compliance with the existing provisions of the *Faculty Code*. It is also available to the SEC, faculty councils and committees, and senators for assistance in drafting proposed legislation. The committee may also render advisory opinions and interpretations of the *Faculty Code* and may be consulted on the meaning and status of existing University rules and regulations (see *Faculty Code*, Sections 22-61 and 29-33.E). This committee is colloquially known as the "Code Cops."

Guidelines for Faculty Council Chairs

Faculty Councils

Faculty councils are the principal advisory bodies to the Faculty Senate and are responsible to the Senate Executive Committee. They may be created or abolished only by amending the Faculty Code.

Council mandates comprise the entire spectrum of policy that falls within the purview of the faculty:

- Educational policy and general welfare;
- Policy for the regulation of student conduct and activities;
- Scholastic policy, including requirements for admission, graduation, and honors;
- Approval of candidates for degrees;
- Criteria for faculty appointment, tenure, and promotion;
- Recommendations concerning the University budget;
- Establishment of procedures to carry out the policies and regulation thus established.

From time to time, special or *ad hoc* committees are appointed by the Senate, the Executive Committee, or the Senate Chair. These temporary committees do not diminish the mandates of the faculty councils. Faculty councils may establish temporary subcommittees or work groups so the council can work more efficiently, but are obligated to report the activities of their subcommittees.

For a detailed description of faculty council duties, responsibilities, and rules of procedure, see chapters 41 and 42 of *Handbook* Volume Two, online at: www.washington.edu/faculty/facsenate/handbook/02-04-41.html and www.washington.edu/faculty/facsenate/handbook/02-04-42.html.

Council Membership

Members and chairs of faculty councils are solicited from the general faculty by the Secretary of the Faculty. They are then nominated by the Senate Executive Committee, and appointed by the Faculty Senate.

Council members serve three-year terms, once appointed. Most appointments are made at the last spring quarter meeting of the Faculty Senate; terms begin on the following September 16.

Because the faculty is committed to shared governance, representatives from throughout the University community are invited to sit on faculty councils as *ex officio* members. These include students (ASUW, GPSS), staff (PSO, ALUW), and retirees (UWRA). Members of the administration serve on councils as "President's Designees."

Faculty council chairs are appointed annually and are *ex officio* members of the Faculty Senate with vote. It is important that Council Chairs attend Faculty Senate meetings.

Work of the Councils

"No rule of a Faculty Council or committee which establishes a procedure affecting a person outside the group, or requiring action by such a person, shall be effective until it is approved by the Senate." -Faculty Code Sec. 41-32D

The work of faculty councils can arise from issues and proposals delegated by the Senate Chair and Senate Executive Committee or from issues raised by council members on subjects that fall within council mandates. Administrative officers may also submit matters they wish considered, but should refer these to the Senate Chair for delegation to the appropriate council. Finally, the Senate itself may refer matters to councils.

Council deliberations on these matters may result in proposals, recommendations, reports, resolutions or legislation, which must be submitted to the Faculty Senate through the Senate Executive Committee. Faculty councils cannot legislate; rather, they propose legislation or other action for the consideration of the SEC and Senate.

Councils are sometimes asked to express an opinion on matters referred to them by administrative committees or officers. To preserve the council's innate responsibility to the Senate, these requests shall be promptly reported to the Executive Committee through the Senate Chair. A council cannot speak authoritatively for the Senate in giving such advice.

From year to year, the work load and issues that come before a council may vary. While some councils address standing issues, others have an agenda shaped by external events.

Faculty Council procedures are specified in the *Handbook* (Volume Two, Chapter 42).

Annual Reports

Annual Reports of the councils' work are the responsibility of each council chair and should be submitted to the Secretary of the Faculty by June 15. If the council plans to conduct important business over the summer, the report should be submitted by September 1.

Staff Support for Faculty Councils

The Faculty Council Support Analyst provides analytical and operational support for the University Faculty Councils including consultation and administrative support, recruitment and tracking of Council membership. The analyst will:

- Serve as advisor to Chairs and members on issues being addressed by councils.
- Collaborate with Council Chairs to present analysis to various audiences in a variety of media, including reports, presentations, charts, graphs, oral presentations, etc.
- Research legislative history and minutes for pertinent documents and information as needed.
- Maintain official council records (membership lists, agendas, minutes, archives).
- Reserve and set up meeting rooms, including media equipment, etc.
- Support Chairs in creating and distributing meeting notices, agendas and other documents and informing/reminding members of meetings, issues and plans.
- Attend meetings and take minutes of the proceedings capturing essential points of each discussion, ensure that minutes are approved by a quorum of voting members, and edit as needed.
- Prepare drafts of proposed legislation for Faculty Senate and Presidential action, including document summaries and mark-ups of progressive versions.
- Maintain the Faculty Councils' Websites.
- Photocopy meeting materials.

Requests for extra services beyond the routine work of the Council should be cleared through the Secretary of the Faculty.

Faculty Senate Legislation: Definitions, Review and Approval

CLASS "A"

Class "A" legislation amends the *Faculty Code*, which is contained in Volume Two of the *University Handbook*. For detailed procedures, see Chapter 29, Amendment of the *Faculty Code*. Enactment of legislation requires review and approval in the following order:

1. Senate Executive Committee for initial approval
2. Faculty Senate for initial approval
3. President and Advisory Committee on Faculty Code and Regulations
4. Senate Executive Committee for final approval
5. Faculty Senate for final approval
6. Faculty (electronic ballot)
7. President (signature date is date legislation becomes effective)

CLASS "B"

Class "B" legislation amends sections of the *University Handbook* other than the Faculty Code. For detailed procedures, see Volume Two, Section 22-74, Senate Procedure: Class B Actions. Enactment of legislation requires review and approval in the following order:

1. Senate Executive Committee
2. Faculty Senate
3. President
4. Faculty (legislation is effective 21 days after publication unless objections are raised by 5% or more of voting members of the entire faculty or by two-thirds (2/3) of the eligible voting faculty of either the University of Washington, Bothell or of the University of Washington, Tacoma.)

If objections are raised:

5. Senate Executive Committee
6. Faculty Senate
7. Faculty (electronic ballot)
8. If approved by a majority of ballots cast, legislation becomes effective upon completion of the time period of the faculty vote.

CLASS "C"

Class "C" actions are non-legislative actions, including passage of resolutions, appointment of committees, approval or disapproval of committee reports, receipt of reports or information, and determination of Senate By-laws. They become effective upon adoption by the Senate. See Volume Two, Sections 22-71.C and 22-75, Senate Procedure: Class C Actions.

How-To Guide to the Legislative Process

Most legislation originates in a Faculty Council. After a final version of Class A, Class B, or Class C legislation has been moved for adoption, seconded, and passed by a simple majority of a Faculty Council meeting in quorum, follow these steps to move your legislation through the Faculty Senate legislative process:

From Council/Committee to Senate Executive Committee (SEC) – Class A & B Legislation

Prepare Final Text and Submit to Faculty Senate: As soon as possible after the Council approves the legislation, the Council Chair prepares the final text of Class A or Class B Legislation and submits it to the Faculty Senate Office in legislative format. Legislation must be received by the Senate office on or before the Executive Committee agenda deadline published in the Senate calendar.

- **Include Rationale:** The Council Chair or designee prepares a written background/rationale for the proposed legislation, which must accompany the final text to the Faculty Senate.
- **Code Review:** An informal pre-review by the Advisory Committee on Faculty Code and Regulations (Code Cops) is recommended – this can be done via email. An official review meeting by the Code Cops will occur if the legislation is approved by the Faculty Senate.

Senate Executive Committee: The Council Chair presents the legislation and rationale. If the legislation is denied it goes back to Council; if approved it goes to the Faculty Senate.

Faculty Senate: The Council Chair presents the legislation and rationale. Chairs may want to expand and/or revise the background and rationale, depending on the responses received at the SEC meeting.

Class A Legislation -- From Senate to Final Disposition

- If approved by the Senate, Class A legislation is reviewed by the University President and Advisory Committee on Faculty Code and Regulations before going to the SEC for final consideration.
- After review, the approved legislation goes back to the SEC for final consideration; presented by the Council Chair; up or down vote with amendments limited to those made by the University President and Advisory Committee on Faculty Code and Regulations.
- If legislation is approved by the SEC; presented to the Senate for final consideration by the Council Chair; up or down vote only.
- If final Senate consideration of legislation is approved, the legislation goes out to the faculty for vote.
- If the faculty approve the legislation, it goes to the University President for signature and final approval.
- If the University President does not approve the legislation, it goes back to SEC with a statement of reason.

Class B Legislation -- From Senate to Final Disposition

- If approved by two-thirds of those present at the Senate, the legislation is sent to the President for his/her approval.
- If the President does not approve the Class B legislation, it reverts back to the SEC for further discussion.
- If the President approves the Class B legislation, it goes out to the faculty in a Class B Bulletin; becomes effective 21 days after the publish date of the bulletin, unless at least 5% of the voting faculty raise written objections prior to the 21 days.
- If 5% of the voting faculty raise objections, the legislation is sent back to the SEC and the Senate for re-affirmation or amendment.
- If the Senate reaffirms the legislation, a second Class “B” bulletin must be published explaining the actions of the Senate. Within 14 days of the date of the Class “B” bulletin, an election must be held for all voting faculty as done for Class “A” legislation. The result of the vote is final.

- If the Senate amends the legislation, the process starts over with the president's approval.

Class C Resolutions

Class C resolutions may be submitted by any Faculty Council or Senator, and should be directed to the Senate Chair before submitting it to the SEC for inclusion in the agenda. Advance mailing of the agendas allows all members of the SEC and Senate to consider proposals prior to the respective meetings thereby promoting a more informed discussion.

Whether included in the agenda or introduced from the floor, Class C resolutions must be submitted in written form for consideration by the Senate.

If introduced from the floor, the Faculty Senate By-laws allow the Senate Chair, at their discretion, to refer the resolution to the SEC. This action may be overruled by a two-thirds majority vote of the Faculty Senate.

Some Basics of Parliamentary Procedure

The following is based on *Robert's Rules of Order*, Newly Revised, 10th Edition (2000), which is the Senate's parliamentary authority.

The focal point of business in any legislative or deliberative body is the **main motion**, which for the Senate is legislation (Class A, B, C). Such a motion may be made by any member, or committee, at appropriate times. It must be *seconded* (except if made by committee), which merely means another member wishes it to be considered; the seconder is under no obligation to support it.

Once a main motion is on the floor, many things can happen to it. The simplest case is that the motion is discussed and debated, and when the debate finishes, it is voted on and either adopted or defeated. That debate must be "germane" to the motion, and may be ruled out of order by the chair if it isn't.

It's also common for one or more members to seek changes to the motion. The motion to **Amend** can delete from, add to, or modify the language of the original motion in any way, except that it can't fundamentally change its intent.

There are many forms and flavors of amending, and amendments can themselves be amended (but only to a second degree). The so-called "friendly amendment", strictly speaking, isn't permitted in *Robert's*, but it does grease the wheels considerably, and if the maker and seconder of a motion accept the spirit of amendment, it usually works out just fine.

When an amendment is pending, debate focuses on the amendment, and it is eventually voted on; following that, discussion returns to the original question, now possibly amended.

A few additional mechanisms that members of the Senate should be aware of:

- The **consent agenda**: likely noncontroversial matters that can be adopted by unanimous consent; these are proposed as a group, and will be approved unless any member objects. Any objection removes an item from the consent agenda and places it first under New Business.
- The **Good of the Order**: an opportunity for the Senate to discuss matters freely, without the strict requirements of having a main motion before it.
- The **committee of the whole**, which allows the Senate to consider a complicated or controversial motion in a somewhat more informal way, much as a committee might. Technically, the Senate, in deciding to take this route, **Refers** the matter to itself as a committee of the whole. That Senate-as-committee can adopt, or amend and adopt, the resolution forwarded to it by the body, at the current meeting, or at some specified future time. That's not adoption by the body itself...that can only happen when the committee of whole ceases work, and has a resolution that it's happy with. This is called **Rising and Reporting**, the mechanism by which the committee ceases and they become the Senate again.

What else can be done? Well, a great many things, but most of them are arcane and quite rare (buy me a coffee sometime and I can bore you solid with the discussion of whether or not the action to extend the limits of debate can be reconsidered). A few of the more common provisions follow:

- In addition to regular debate, members have privileged ways to ask special kinds of questions: a **Point of Information** is a question to whoever has the floor, germane to the matter under debate, a **Parliamentary Inquiry** is a question to the chair on a parliamentary matter or rules of the body, and a **Point of Order** is a suggestion to the chair that the rules of the body are not being adhered to, and a

request for a ruling. Each of these is in order when someone else has the floor; none requires a second, none is voted on.

- To send an issue to a committee for further discussion, a member may move to **Commit, Refer, or Recommit** it (this requires a second, can be debated and amended, and requires a majority vote to pass); if it succeeds, the matter is sent to the specified committee and debate ceases.
- If a member believes that debate has exhausted itself or is becoming repetitious, he or she may **Call the Previous Question**, meaning that the motion should be voted on immediately. It requires a second. Technically, this should be voted on (without debate), and requires a 2/3 majority to pass; in many bodies, the chair simply and quickly asks if there is objection to the call for the question, and if not, debate ceases and the vote is taken. Otherwise, the call for the previous question is voted on first; if 2/3 vote in favor, then an immediate vote is taken on the motion in question.
- If a member believes that discussion of an issue is premature or unproductive, he or she may make a motion to **Postpone to a Certain Time** or **Postpone Indefinitely**. Either must be seconded, is debatable, and requires a majority vote. The motion to postpone to a certain time must specify that time, and it might be a specific day, meeting, or hour, or after some other business has been transacted. If the motion passes, at that given time, the pending business is set aside and the postponed business resumes. The motion to postpone indefinitely is, in effect, a proposal to kill the current business without a direct vote on it; indefinitely postponed business can only be brought back before the body via a motion to **Reconsider** the motion to postpone.
- As an aside, the motion to **Lay on the Table** is only meant to be used to temporarily and briefly put aside an issue so that something else more urgent can be dealt with; once that is completed, a motion to **Take from the Table** then follows.

Part of the job of the parliamentarian of any body is to facilitate meetings; included in that job is helping members of the body to achieve their goals. As such, I would be happy to answer any questions about this procedure via email or phone, as well as during meetings.

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