



October 6, 2009

Dear Faculty Senators and Members of the Senate Executive Committee:

Welcome to the 2009-2010 Faculty Senate. This is to confirm the date and time for the first meeting of the Senate Executive Committee for Monday, October 12 at 2:30 p.m. in 142 Gerberding Hall and the Faculty Senate for Thursday, October 29 at 2:30 p.m. in Gowen 301.

The attached packet of orientation material is designed to assist you in understanding 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 basic information on 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 blue ink, appearing to read 'Bruce Balick'.

Bruce Balick  
Chair, Faculty Senate  
Professor of Astronomy

/nlb

Attachments



2009-10 Senate Executive Committee/Faculty Senate Orientation Packet

Faculty Senate Chair: Bruce Balick
Faculty Senate Vice Chair: JW Harrington
Secretary of the Faculty: Marcia Killien

Table of Contents

Schedule of Meetings -----2
Senate Executive Committee Directory-----3
Office of University Committee/Faculty Senate-----4
Faculty Senate Listservs-----5
Overview of SEC -----6
Overview of Faculty Senate-----8
Senate Committees ----- 10
Guidelines for Faculty Council Chairs ----- 12
Legislation: Definitions, Review and Approval ----- 14
Guide to Legislative Process ----- 15
Basics of Parliamentary Procedure ----- 17

**2009-2010**  
**Schedule of Senate and Executive Committee Meetings**

**Autumn Quarter, 2009**

Executive Committee Agenda Deadline-----	October 2
Executive Committee Meeting -----	October 12 *
SENATE Meeting -----	October 29**
Executive Committee Agenda Deadline-----	November 6
Executive Committee Meeting -----	November 16 *
SENATE Meeting -----	December 3 **

**Winter Quarter, 2010**

Executive Committee Agenda Deadline-----	January 4
Executive Committee Meeting -----	January 11 ***
SENATE Meeting -----	January 28 **
Executive Committee Agenda Deadline-----	February 12
Executive Committee Meeting -----	February 22 *
SENATE Meeting -----	March 11**

**Spring Quarter, 2010**

Executive Committee Agenda Deadline-----	March 29
Executive Committee Meeting -----	April 5 *
SENATE Meeting -----	April 22 **
Executive Committee Agenda Deadline-----	April 30
Executive Committee Meeting -----	May 3 *
SENATE Meeting -----	May 20 **

**Senate** meetings will be held at 2:30 p.m. in Gowen 301.

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

- \* A continuation meeting may be held on the following Monday.
- \*\* A continuation meeting may be held on the following Thursday.
- \*\*\* A continuation meeting may be held on the following Tuesday.

**SENATE EXECUTIVE COMMITTEE 2009–2010**

(\* = with vote)

<b>Title</b>	<b>Name</b>	<b>Department</b>	<b>Mail Box</b>	<b>Phone</b>	<b>E-Mail</b>
Senate Chair	Bruce Balick	Faculty Senate	351271	5-2703	balick@astro
Senate Vice Chair	JW Harrington	Faculty Senate	351271	5-2703	jwharringtonjr@gmail.com
University President	Mark A. Emmert	301 Gerberding Hall	351230	3-5010	emmert@uw.edu
<b>Elected Group Representatives:</b>					
Group I	Jameel Ahmad	Asian Languages and Literature	353521	3-4096	jameel7@uw.edu
Group II	Gerry Philipsen	Communication	353740	3-7995	gphil@uw.edu
Group III	John Lee	Mathematics	354350	3-1735	lee@math
Group IV	Christoph Giebel	International Studies	353650	3-6885	giebel@uw.edu
Group V	Borje "Bud" Saxberg	Management and Organization	353200	3-4470	borjeo@uw.edu
Group VI	John Zahorjan	Computer Science and Engineering	352350	3-0101	zahorjan@cs
Group VII	Susan Astley	Epidemiology	357920	8-0555	astley@uw.edu
	Kurt Johnson	Rehabilitation Medicine	356490	3-3677	kjohnson@uw.edu
Group VIII	Carol Landis	Biobehavioral Nursing & Health Systems	357266	6-1908	calandis@uw.edu
Chair, General Faculty Org., UW Bothell	Charles Jackels	Computing and Software Systems	358534	2-5368	jackels@uw.edu
Chair, Faculty Assembly, UW Tacoma	Johann Reusch	Interdisciplinary Arts and Sciences	358436	2-4557	reusch@uw.edu
<b>Faculty Council Chairs:</b>					
Academic Standards	John Schaufelberger	Construction Management	351610	5-4440	jesbcon@uw.edu
Benefits & Retirement	Robert Breidenthal	Aeronautics and Astronautics	352400	5-1098	breident@aa
Educational Outreach	Leslie Breitner	Evans School of Public Affairs	353055	6-8698	breitner@uw.edu
Educational Technology	David Masuda	Medical Education	357240	6-4991	dmasuda@uw.edu
Faculty Affairs	Rich Christie	Electrical Engineering	352500	3-9689	christie@ee
Instructional Quality	Mary Pat Wenderoth	Biology	351800	5-8022	mpw@uw.edu
Multicultural Affairs	Vacant				
Research	Gerald Miller	Physics	351560	3-2995	miller@phys
Student Affairs	Brian Fabien	Mechanical Engineering	352600	3-6915	fabien@uw.edu
Tri-Campus Policy	Steve Collins	Interdisciplinary Arts and Sciences	358511	2-5356	swcollin@uw.edu
University Facilities & Services	William Rorabaugh	History	353560	3-9856	rorabaug@uw.edu
University Libraries	Isabelle Bichindaritz	Computing and Software Systems	358426	2-4605	ibichind@uw.edu
University Relations	Vacant				
Women in Academia	Sandra Silberstein	English	354330	3-7993	tq@uw.edu
Senate Com. on Planning & Budgeting	David Lovell	Psychosocial & Community Health	357263	3-3108	lovelld@uw.edu
<b>Ex-officio without vote:</b>					
Secretary of the Faculty	Marcia Killien	Faculty Senate	351271	5-2702	secfac@uw.edu
Faculty Legislative Representative	Jim Fridley	Mechanical Engineering/Forest Res.	352100	3-6993	fridley@uw.edu
Deputy Legislative Representative	Vacant				
ASUW PRESIDENT	Tim Mensing	204L HUB	352238	3-1780	asuwpres@uw.edu
GPSS PRESIDENT	Jake Faleschini	300 HUB	352238	3-8576	gpsspres@uw.edu
Provost and Executive Vice President <sup>1</sup>	Phyllis M. Wise	301 Gerberding Hall	351237	3-7632	pmwise@uw.edu

<sup>1</sup> President's designated representative; votes in the president's absence.  
Faculty Senate 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.

Each Council Chair is assigned a staff member to work with the council chair in arranging meetings, providing meeting notices and taking minutes. Some additional services can be provided as time allows.

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 assigned staff member 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; and 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.

Contact:

Location: 36 Gerberding Hall

Phone: 206-543-5939

Web site: <http://www.washington.edu/faculty/facsen/>

<b>Name/Title</b>	<b>Contact</b>	<b>Duties</b>
Bruce Balick Faculty Senate Chair	206-685-2703 balick@astro.washington.edu	Chairs SEC and Senate meetings; spokesperson for faculty.
JW Harrington Faculty Senate Vice Chair	206-685-2703 jwharringtonjr@gmail.com	Presides over the Senate and SEC in the absence of the Chair.
David Lovell Faculty Senate Past Chair	206 543-3108 lovelld@uw.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.
Susan Folk Assistant to the Secretary	206-543-2637 sfolk@uw.edu	Provides support for the Secretary of the Faculty.
Kristy Carter Council Support	206-543-2884 kcarter4@uw.edu	Coordinates and supports the activities of the 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 by Group:**

**Membership:** Current elected senators in the group **only**.

**Purpose:** Discussion within the specific Senate group, communication from the SEC Group Representative and the Faculty Senate.

**Restrictions:** Senators may post and read messages from their own group list. Any use of the listserv outside of your group requires approval from the Secretary of the Faculty.

Senate\_1@u.washington.edu  
Senate\_2@u.washington.edu  
Senate\_3@u.washington.edu  
Senate\_4@u.washington.edu  
Senate\_5@u.washington.edu  
Senate\_6@u.washington.edu  
Senate\_7@u.washington.edu  
Senate\_8@u.washington.edu  
Senate\_bothell@u.washington.edu  
Senate\_tacoma@u.washington.edu

### **Other Senate Members:**

**Membership:** Current Senate members who are not elected senators; includes the President, Provost, council chairs, legislative representatives, student representatives, staff assistants, and others interested in receiving agendas and minutes.

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

**Restrictions:** Only Senate members may post and read messages.

Senate\_other@u.washington.edu

### **Senate Executive Committee:**

**Membership:** Current Senate Executive Committee members, staff assistants and others interested in receiving agendas and minutes.

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

**Restrictions:** SEC members only may post and read messages.

Sec\_list@u.washington.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 per cent 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:
- The President of the University or a designated representative;
  - The Chair of the Senate;
  - The Vice Chair of the Senate;
  - The elected members, consisting of one Senate member from each faculty group, except that, to insure proportional representation, Group 7 shall have two members;
  - The chairs of the faculty organizations at the Bothell and Tacoma campuses
  - The chairs of the Faculty Councils and the chair of the Senate Committee on Planning and Budgeting;
  - The Faculty Legislative Representative and/or the Deputy, *ex officio* without vote;
  - The presidents of the Associated Students of the University of Washington and the Graduate and Professional Student Senate, *ex officio* without vote; and
  - The Secretary of the Faculty, *ex officio* without vote.
- B. Each elected member shall serve a one-year term and shall be eligible for re-election.

- C. When the agenda calls for discussion of items which are immediately related to the responsibilities of particular administrative officers, the President may invite those officers to attend an Executive Committee meeting so that they can answer questions and participate in the discussion of those agenda items. They would not have the privilege of 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.

The President, the Chair of the Senate, or any three members of the Executive Committee may call a special meeting of the committee.

## **The Faculty Senate**

There are approximately 3500 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 approximately 240 senators, elected to two-year terms by their departmental 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 no more than two successive two-year terms; faculty members who serve two terms or who are not reelected for a second consecutive term are ineligible for Senate membership for four years. Approximately one senator is elected for every 15 faculty members in a department. In departments with fewer than 12 members, the senator represents a voting unit comprised of two or more departments. In addition to the elected senators, the Faculty Senate includes as voting members the President of the University and the chairs of the Faculty Councils. Other members of the University community, such as certain administrators, and the presidents of the ASUW and GPSS are members of the Senate with the right to speak, but without vote.

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. For example, a faculty "request for information" about capital construction, parking regulations, or intercollegiate athletics could be answered publicly by an administrator at a Senate meeting. 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 301 Gowen Hall. Copies of the agenda and complete minutes may also be obtained from the Senate Office, or consulted on their home page <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 constituents who are the faculty members in your department or voting unit. 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 [slfolk@u.washington.edu](mailto:slfolk@u.washington.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 chairs of Faculty Councils, the elected Group Representatives, and the chairs of the faculty organizations of the Bothell and Tacoma campuses. A number of *ex officio* members have a right to speak but not to vote on matters before the SEC. These include the Faculty Legislative Representative, the Deputy Legislative Representative, the presidents of the GPSS and the ASUW, and the Secretary of the Faculty. Regularly invited guests include the Provost and Executive Vice President, and the Special Counsel to the President. In addition, the President may invite administrative officers to attend in order to provide information and participate in discussion of agenda items related to their responsibilities.

**Group Representatives:** For the purposes of faculty representation on the SEC, colleges, schools, and departments on the Seattle campus are organized into eight Senate Groups, representative (for the most part) of broadly-defined disciplinary areas: Humanities (I), Arts, Architecture, and Communications (II), Natural and Mathematical Sciences (III), Social Sciences (IV), Business, Education, and Law (V), Engineering (VI), Medicine and Public Health (VII), Dentistry, Nursing, Pharmacy, and Social Work (VIII). For the purposes of faculty representation on the SEC from the Bothell and Tacoma campuses, the chairs of the faculty organizations represent Groups IX (Bothell) and X (Tacoma).

The senators in each Senate Group I - VIII, elect one of their number (two in Group VII) to serve as Group Representative to the SEC. Just as senators are elected delegates of their departments or voting units to the Senate, the Group Representatives stand in for the members of their Senate Groups on matters under consideration by the SEC and should communicate regularly with the senators and faculty in their Groups.

Group Representatives are elected after the Senate elections and before the end of spring quarter. To be elected Group Representative, a senator must receive a majority vote of all the senators in the Group. Each Group Representative serves a one-year term and is eligible for reelection. (For more information on Group Representatives, see the *Faculty Code*, Sections [22-52](#) and [22-63](#).)

### 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 and Executive Vice President, 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).

## Guidelines for Faculty Council Chairs

### Faculty Councils and Committees

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](http://www.washington.edu/faculty/facsenate/handbook/02-04-41.html) and [www.washington.edu/faculty/facsenate/handbook/02-04-42.html](http://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 Executive Committee, and appointed by the Faculty Senate.

Once appointed, council members serve three-year terms. 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." Councils may grant voting rights to all *ex officio* members except those appointed as President's Designees.

Faculty council chairs are appointed annually and are *ex officio* members of the Faculty Senate and the Senate Executive Committee with vote. It is important that Council Chairs attend both SEC and 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 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. Similarly, the work product and number of meetings may vary from year to year.

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**

Each Council Chair is assigned a staff member to provide administrative support before, during and after council meetings and to create and maintain the official record of the council. The assigned staff member will:

- Answer questions about Council and Faculty Senate procedures.
- Work with the Chair and President's Designee to schedule Council meetings.
- Maintain current paper and electronic membership lists.
- Support Chairs in creating and distributing meeting notices, agendas and other documents and informing/reminding members of meetings, issues and plans.
- Reserve and set up meeting rooms, including media equipment, etc.
- Prepare name cards for members.
- Attend each meeting and take minutes of the proceedings.
- Write meeting minutes that document those in attendance, motions, votes, decisions, action items capturing the essential points of each discussion.
- Distribute completed minutes to council members.
- Ensure that minutes are approved by a quorum of voting members, and edit as needed.
- Keep detailed drafts of proposed legislation.
- Post approved Council minutes to the University Committees Website.
- Research previous Council minutes for pertinent documents and information as needed.
- Prepare materials for University archives at the end of each academic year.
- Prepare an index of each Council/Committee's minutes at the end of each academic year.
- Maintain prior year records of Council proceedings.
- 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
2. Faculty Senate
3. President and Advisory Committee on Faculty Code and Regulations
4. Senate Executive Committee
5. Faculty Senate
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

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 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*, 10<sup>th</sup> 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.

What else can be done? 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.

Joseph Janes, Associate Professor  
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