

Kansas State University Faculty Senate

Some Helpful Hints for Conducting Effective Faculty Senate Meetings

The Agenda

The Faculty Senate of Kansas State University is a **deliberative body**. As such, it convenes on a regularly scheduled basis, generally monthly, to conduct business. Each meeting of the Senate is controlled by an agenda which is established in the following manner.

The agenda for each Faculty Senate Meeting **is prepared by the Executive Committee** and includes: all matters which the Executive Committee deems necessary; reports which have been submitted to the Executive Committee by the permanent committees of the faculty senate.; minutes of all Executive Committee meetings since the preceding meeting of the Faculty Senate; and a period of discussion by the members of the Faculty Senate of any additional items presented by a senator from the floor.

The Executive Committee of the Faculty Senate **shall place on the agenda** for meetings of the Faculty Senate any matter suggested by members of the general faculty if the request is made in writing and bears the signatures of at least five unclassified personnel.

Friendly Amendments and New Motions from the Floor

Friendly amendments can only be used to speed up the discussion when the purpose of the amendment is to tidy up the original language or correct a spelling or grammatical mistake. The main motion's sponsor (and seconder if there is one) must agree to accept the friendly amendment and there must be no objection from the other members present. Otherwise, a formal amendment must be offered.

The Consent Agenda

Approval of the Consent Agenda is an important part of each Faculty Senate meeting. Senators, along with the other members of their caucus, **should review the Consent Agenda in advance** of each Faculty Senate meeting to determine if items should be removed from the Consent Agenda.

First and Second Readings

From time to time items will be placed on the agenda for a first and second reading. A **first reading** is informational in nature and requires no action. Generally a **second reading** will require action of some sort.

Motions Not Requiring a Second

A motion made by a Faculty Senate Committee requires no second from the floor. This includes a motion to approve the Consent Agenda.

Proxies

In some instances, a Senator will not be able to attend a regularly scheduled Faculty Senate meeting. In such cases a proxy may be identified. A proxy is recognized only if a Senator notifies the Office of the Faculty Senate of the name of the proxy for meetings beginning **before 2:00 p.m., by noon of the previous day**. For meetings that begin after 2:00 p.m., the Office of the Faculty Senate **must be notified no later than noon of the day of the meeting**.

The Faculty Senate Constitution can be found at:

<http://www.kstate.edu/academicpersonnel/fhbook/fhxe.html>

Possible Actions on a Main Motion

Amend

Requires a second; is debatable; can be amended; and requires a majority vote to pass

Amend an Amendment

Only allowed if it directly applies to the amendment; requires a second; is debatable; cannot be amended; and requires a majority vote to pass

Call the Question to Close Debate

Requires a second; is not debatable; cannot be amended; and requires a **two thirds** vote to pass

Lay on the Table [or Table] (postpones to next meeting)

Requires a second; is not debatable; cannot be amended; and requires a majority vote to pass

Take from the Table

Requires a second; is not debatable; cannot be amended; and requires a majority vote to pass

Refer Back to Committee

Requires a second; is debatable; can be amended; requires a majority vote to pass; and should include instructions for what to do with the topic as part of the motion to refer.

A Motion [as amended]

Requires a majority vote to pass.