

How to Introduce a Resolution on the Floor of the Senate

Resolutions are sponsored by standing committees, the Executive Committee, and (more rarely) by senators from the floor.

A resolution must be moved by a senator (typically the chair of the sponsoring committee). For example, "I move that Resolution #.... be placed on the floor of the Senate."

The motion must be seconded by a senator (typically a committee member involved in its development). Once the motion is seconded, it is on the floor for discussion.

The mover of the motion is allowed to give brief background on the resolution. The Senate Executive Committee encourages use of the following format:

- Brief Background
 - Why was it brought to the senate?
 - What is the problem to be solved?
 - Why the proposed solution was selected?
- Who participated in the committee discussions?
 - Who was consulted?
- What concerns were raised with the committee? (this should be repeated at the second reading for issues raised at the first reading)
 - What was done to investigate the concerns raised?
 - What modifications were made to address concerns?
 - If no modification was made, what evidence/rationale supports the decision not to address the concerns?

(SenEx, March 5, 2013)

How to Discuss a Resolution on the Floor of the Senate

The University Senate has adopted the practice of presenting resolutions which recommend policies as first and second readings (02/21/12). Resolutions, which are a “sense of the Senate,” do not require first and second readings. When there is a question, the Senate Executive Committee will determine how the resolution is presented on the agenda.

First readings are intended to provide feedback and advice the sponsoring committee:

- Place on the floor with a motion and a second (see format for presenting resolutions)
 - No amendments are made during a First Reading
 - Returned to the Senate as a Second reading, following further work by the committee
- Note: A Second reading may be waived by a 2/3 vote of the Senate. A senator makes a motion to “waive the 2nd reading.” The motion is appropriate when the item is time-sensitive. If the motion passes, the Senate proceeds as outlined below.*

Second readings are used to debate and refine the motion/resolution:

- They are considered ‘on the floor’ already; no motion/second is required
- The chair will maintain a speakers’ list and recognized each speaker in order
- Amendments to the resolution may be made during the second reading; however, prior discussions should not be re-visited
 - No more than two amendments are allowed on the floor at the same time
 - Any senator may propose amendments to a resolution or its title; once an amendment is re-stated by the Senate chair, it is on the floor for discussion
 - A “friendly” amendment may be proposed when it is felt it is something to be generally acceptable (e.g. to correct an error, suggest a simple word change, etc.); if accepted as friendly, the body may adopt the amendment by general consent; however, if the maker of the original motion does not accept the amendment, then it must be seconded and placed on the floor for discussion and vote
 - An amendment may be made by a “substitute motion.” The same discussion and voting processes for amendments are followed. “Substitute motions” may be used when it is better to combine several amendments into one motion. The amendment “must be germane to the subject of the original motion, but it may differ completely from the original motion in wording, purpose, and effect” (Sturgis). Substitute motions should be prepared in advance and copies brought for all senators.
 - Attachments (policies) are not amended on the floor
- Debate is limited to 3 pro and 3 con arguments. Senators should precede their argument with “I am in favor” or “I am opposed.” A motion may be made to extend debate. A motion to extend debate must pass by 2/3 vote of the Senate.
- Questions for the purpose of clarification do not count as arguments.

Disposition of Resolutions: Following a second reading, the vote of the Senate indicates passage or rejection of the resolution. A motion may be made to postpone consideration of a resolution to a certain date or time.

Communication of Resolutions: Approved resolutions are forwarded to the President (or the Provost) as recommendations or as information items. Following a response from the President (or the Provost), final resolutions are posted on the Senate web site and communicated to the University Executive Committee and others as requested or noted in the resolution.