

COASTAL CAROLINA UNIVERSITY  
FACULTY SENATE  
PARLIAMENTARY PROCEDURE GUIDE

PARLIAMENTARY AUTHORITY

The Chair is the ultimate authority on the conduction of the meeting.

The Parliamentarian may advise the Chair, but the Chair's decisions are final.

ORDER OF BUSINESS

1. The Chair will call the meeting to order.
2. The minutes of the previous meeting will be approved. Minutes may be approved by unanimous consent. An objection to the approval of minutes cannot be made unless a correction is being suggested.
3. After the approval of minutes, the Chair will ask if anyone wishes to remove an item from the Consent Agenda. Any removed item will be considered during New Business. The remainder of the Consent Agenda is adopted by unanimous consent.
4. Administrative and committee reports are then presented.
5. If any old business exists, it will be considered first.
6. New business listed on the Order of Business will be considered next.
7. If any member wants to introduce a main motion from the floor, they should do so after the new business listed on the Order of Business has been dispensed with.
8. After all business is conducted, members have the opportunity to make announcements.
9. Informal discussion on a topic should be held until last, and may be entered into with a motion to move into Committee of the Whole, requiring a simple majority.

CONDUCTING BUSINESS (MOTIONS)

Business in the Senate is conducted through the use of motions. Generally speaking, a motion takes one of the following forms:

- **Main Motion** – To present an idea for consideration. New main motions should be introduced during New Business.
- **Subsidiary Motions** – To change the consideration of a main motion. These must be dispensed with before returning to the Main Motion.
  - Previous Question (to end debate)
  - Refer (send the motion to a committee)
  - Amend (change the motion)
  - Lay on the Table (to temporarily suspend consideration of a main motion)

- Postpone Definitely (suspend consideration until a particular time)
- Postpone Indefinitely (to end consideration indefinitely)
- **Privileged Motions** – Urgent items unrelated to the business at hand. These motions take precedence over any pending motions. They are undebatable, and may not be amended (except to fix the time of adjournment).
  - Adjourn
  - Recess
- **Incidental Motions** – To question the matters of procedure related to the business at hand. They are undebatable, and may not be amended.
  - Point of Information
  - Parliamentary inquiry
  - Withdraw a motion
  - Suspend the Rules

#### PROCEDURE FOR MAIN MOTIONS

1. A member must first obtain the floor, by seeking recognition from the chair.
2. The member may then introduce the motion.
3. New motions from the floor require a second (business arising from a committee may already have a motion and a second).
4. “Friendly amendments” may be considered, however, they are still subject to the approval of the Senate. This can occur through a regular vote, or through unanimous consent.
5. The Chair will read or summarize the motion for the body.
6. Anyone who speaks after this point must be verbally recognized by the Chair. All speakers must direct all questions and statements to the Chair, even if asking a question or responding to someone in the room.
7. The Chair will ask if there are any questions.
  - a. There should be no debate at this time.
  - b. Questions can be asked by making a point of information (if the chair allows)
  - c. Questions should be neutral and for the purposes of clarification
  - d. Questions/point of information should not be rhetorical
8. The Chair will call for discussion/debate of the motion.
  - a. The Chair will normally refrain from debating and voting. If the Chair wants to debate and vote on the motion, he or she will pass control of the meeting to the Vice Chair.
  - b. Usually, the Chair will recognize the person who made the motion to speak first in favor of the motion.
  - c. All speakers must first state their names and whether they are in favor or against the motion.

- d. Debate should alternate between “pro” and “con” statements, if possible.
  - e. The Chair will ask for statements from the opposite side after a speaker has finished.
  - f. When recognizing speakers, the Chair will give preference to those who have not spoken yet on the motion. Members are limited to speaking twice on any given motion. The Chair or the Body may move to limit the time of debate or end debate (subject to 2/3 vote)
9. Debate ends once no speakers are left.
  10. Vote on the main motion. Most voting is done via the electronic response pads. Elections must be done via secret ballot.

## SECONDARY MOTIONS

Motion to amend the main motion (“move to amend by striking out X/inserting X/striking out X and inserting Y”)

These motions need a second, discussion is of the secondary motion only, needs majority vote, or may be adopted via unanimous consent

Secondary motions must be fully considered before discussion continues on the main motion. In other words, voting must be completed on an amendment before debate continues on the original motion.

“Editing on the floor” should be minimized. If the body feels that a motion needs more than minor revisions, it should either be postponed or referred to a committee, both of which are secondary motions that require a simple majority.

There are multiple motions that postpone the consideration of a main motion. Members may move to Postpone Definitely, Postpone Indefinitely, or Lay on the Table. These are used in specific circumstances:

- To Postpone Definitely is to request to consider the motion at a different (and explicit) date and time. If postponed to another meeting, the item is automatically placed on the agenda for that meeting.
- To Lay on the Table is to set aside an item due to another item of urgency. This is generally used to delay the consideration of a motion to a later (and not explicit) time. To continue consideration of a motion, the motion must be Taken from the Table.
- To postpone indefinitely is to end consideration of a motion without taking a vote on the motion itself (to avoid a direct vote on the motion). In order to reconsider the item, it would need to be reintroduced as a new motion at a later meeting. Items postponed indefinitely cannot be reintroduced at the same meeting.

Motion to end debate made (moved, seconded, no discussion, requires 2/3 vote to pass).

Motion to limit discussion made (to a set number of speaker or a time period) (moved, seconded, no discussion, requires 2/3 vote to pass).

#### CLOSED MEETINGS/EXECUTIVE SESSION

The State of South Carolina requires that Senate meetings be open and the proceedings be a part of the public record.

The State requires a reason be listed in the record for going into Executive Session. The five topics of discussion listed in state law are:

- 1) Discussion of employment, appointment, compensation, promotion, demotion, discipline, or release of a member of the faculty, staff, or administration.
- 2) Discussion of the academic standing, academic records, or discipline of a student.

Executive sessions are usually conducted as a Committee of the Whole, where the rules of consideration of a motion are not followed.

Moving into Executive Session requires a simple majority.

It is improper for members present for closed meetings to disclose the goings-on of the discussion to those not present.