

(Not So) Frequently Asked Questions About Faculty Meetings
September 2007, David Harve

when conducting business, although local modifications to the rules, both formal (published in our By-Laws and Standing Rules) and informal, are common. *Robert's Rules* has two guiding principles:

- The majority rules. A simple majority of those present and voting decides most motions; however,
- The majority cannot suppress the rights of individual members or absentee members, or the rights of those in the minority. Motions and actions placing limits on their rights require either previous notice or a super-majority of 2/3 of those present and voting.

What is previous notice?

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the next faculty meeting. It has been our tradition to not require a second for any motion brought by a standing committee.

How can I bring a mai

What is a motion to substitute?

A motion to strike out

Suggestions for Improving the Efficiency of Faculty Meetings

Usually the faculty efficiently takes care of motions. However, the discussion of a motion becomes lengthy and unproductive when the motion is poorly worded, when the reasons for the motion are not clearly stated, and when faculty members do not limit comments to the pending motion. Here are some suggestions:

1. When bringing a main motion to the faculty, pay careful attention to the wording to ensure that the motion's intention is clear and that it accomplishes your goals.
2. When presenting your main motion, clearly explain the reasons for the motion and what it accomplishes. Committees, in particular, may wish to explain the process leading to the motion and review some of the committee's discussions of the motion. Including a written explanation in the agenda might be the most efficient way to accomplish this.
3. When a motion must sit on the table before voting, use the time between faculty meetings to ask questions of the committee or individual making the motion. They may limit the need to ask for a Point of Information during debate.
4. If you plan to offer an amendment to a motion or a substitute motion, be sure that the proposed changes are clearly understood by the faculty and that