

Procedure for Proposing Senate Motions

Motions can only be made by Senators. Senators may submit motions at the New Business item of a Senate meeting. All proposed motions must be in writing.

Motions shall normally be referred to one of the standing committees, either by action of the mover, or by subsequent action of the Senate President or the Executive Committee.

Form for a motion: I move that ... [insert very precise and clear language about the matter you want the Senate to consider].

When the motion proposes a revision(s) to a current Senate document clarity and precision about what language is to be added and what language is to be deleted are essential. Clearly indicate the original text to be deleted by using a different color from the surrounding narrative and a ~~strikethrough font~~. Text to be inserted should be underlined and use a different color from the original text. These are easily accomplished using the Track Changes feature in Microsoft Word.

When submitting a lengthy motion as New Business, please prepare a one-paragraph summary to read on the Senate floor. By the beginning of the Senate meeting, submit the full motion and any related documentation to the Faculty Senate President. By the end of the Senate meeting, email the motion to the Senate Secretary for inclusion in the Faculty Senate minutes.