

QUORUM = 28

Marshall University Faculty Senate
Meeting Agenda
Thursday, September 3, 2026, 4:00 – 5:30pm
MSC DMR/Microsoft Teams

1. Approval of Proposed Agenda
2. Approval of Faculty Senate Minutes from April 23, 2026
3. Chair Announcements – Chair
4. Parliamentary Procedures Primer – Chair/Parliamentarian
5. Recommendations/Resolutions - None
6. Regular Reports
 - a) President – Brad Smith (15 minutes)
 - b) Provost – Diane Helfers Petrella (15 minutes)
 - c) Board of Governors – Robin Riner (5 minutes)
 - d) Advisory Council of Faculty – Amine Oudghiri-Otmani (5 minutes)
 - e) Graduate Council – Richard Eggleton (5 minutes)
 - f) Student Government Association – Alissa Davis (5 minutes)
7. Other Requests to Speak
8. Adjournment

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MEMBERS PRESENT: Sarah McDermott, Heather Stark, Leah Turley, Sandy York, Margie Phillips, Amanda Thompson-Abbott, Jerry Dooley, Conrae Lucas-Adkins, Mike Huesmann, Tim Melvin, Feon Smith, Ross Salary, Simon Shim, Zach Garrett, Shikeal Harris, Suzanne Konz, Lisa Muto, Alysha Nichols, Marybeth Beller, Clinton Brown, Puspa Damai, Shoshannah Diehl, Shawn Schulenberg, Anthony Viola, Raid Al-Aqtash, Kelly Beatty, Rick Gage, Philippe Georgel, Sean McBride, Kyle Palmquist, Stephen Young, Tiffany Davis, Mindy Varney, Kari Mika-Lude, Kelli Johnson, Phil Vallejo, Uyi Lawani, Ammar Alzarrad, Jodi Cottrell, Marianna Linz, Jana Tigchelaar, Nitin Puri, Larry Sheret

MEMBERS ABSENT: Nathaniel Ramsey, Ruhul Amin, Jamey Halleck, Kevin Levine, Tanvir Chowdhury, Angela Graham, Megan Marshall, Boniface Noyongoyo, Daniel O'Malley, Devon Wright, Jessica Buerck, Eva Patton-Tackett

EX-OFFICIO, VOTING/NON-VOTING MEMBERS PRESENT: Connor Waller
Amine Oudghiri-Otmani, Richard Egleton

EX-OFFICIO, VOTING/NON-VOTING MEMBERS ABSENT:

PARLIAMENTARIAN: Zeli Rivas

SENATE STAFF: Hailey Bibbee

GUESTS: In person – Brad D. Smith, Billy Gardner, Andrew Morelock, Robin Riner, Mohammad Abdulrahman, Maria Gindhart, Vicki Stroehrer, Brandi Jacobs-Jones, Jim Denvir, R.B. Bookwalter, Carl Mummert, Kateryna Schray, Brian Morgan, Anna Mummert, Kelly Bradley, Bruce Felder, Shawna Morrison

Virtual: Susan Tusing, Gary McIlvain, David Dampier, Craig Kimble, Gretchen Beach, Sonja Cantrell-Johnson, Monica Brooks, Matt Tidd, Laura Stephens, Christopher Atkins, Allison Carey, Julia Spears, Miriah Young

The meeting was convened at 4:00 pm by Chair Shawn Schulenberg. Chair Schulenberg reviewed meeting procedures and expectations.

1. Approval of Proposed Agenda – approved as amended
2. Approval of Minutes from February 26, 2026 - approved
3. Announcements – Chair

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1. The Board of Governors met earlier this month and voted to approve our revisions to MUBOG Rule AA-6. The new Rule will be finalized after the public comments period comes to an end on May 20. These guidelines go into effect AY 2028-29.
 2. Last month, we passed proposed a new BOG Rule, MUBOG Rule AA17 Faculty Conduct and Disciplinary Procedures. This is currently open for Admin 20 shared governance review until April 30, and it should be on the June BOG agenda.
 3. Thank you to everyone who made it to the Spring General Faculty meeting. It is always a pleasure to see the fantastic work being done by our award-winning faculty. You can find a link to the livestream recording and a PDF of the slide deck on the Faculty Senate website.
 4. On Tuesday the Provost sent an email via the Faculty Senate Office that the 2024 Title II web accessibility compliance deadline has been extended to April 24, 2027.
 5. This is our last scheduled meeting as a Faculty Senate, although we stay in our roles until June 30, 2026. I want to thank you all for approaching this role with thoughtfulness, professionalism, and a forward-looking lens.
 6. The next Faculty Senate (2026-28) will meet for the first time, one week from today, on April 30 at 4:00 PM in the MSC Don Morris Room to elect their officers and the Executive Committee.
4. Recommendations/Resolutions
- a) **SR 25-26-25 FPC** – Recommends Adoption of **MUBOG Fitness for Duty Policy** - approved
 - b) **SR 25-26-26 BAPC** –Recommends Adoption of **Proposed UPAA on Student Appeals** - approved
 - c) **SR 25-26-27 BAPC** –Recommends Revision to the **Undergraduate and Graduate Catalogs** - approved
 - d) **SR 25-26-28 CC** – Recommends Approval of the **Listed Undergraduate Program Additions, Deletions, and/or Changes**: Sound Production Minor; Pre-Occupational Therapy AoE; AbdomenExtended/OBGYN AoE; Applied Res in Hlth & Mvmt Sci Minor; Cyber Security AoE; Manufacturing Processes AoE; BFA Theatre; Perform, BFA Theatre Emphasis; Production; BA Music Industry; Music Management; BA General Business; BA Elementary Education; Art Education, Pre-K-Adult; Biological Science, 9-Adult; Chemistry, 9-Adult; English, 5-Adult; PE Health Wellness, Pre-K-Adult; Music Education, Pre-K-Adult; Mathematics, 5-Adult; Multi-Categorical, 5-Adult; Physics, 9-Adult; General Science, 5-Adult; Social Studies, 5-Adult; BSEE, Electrical/Computer Engr; BS Medical Laboratory Science; Community Health; Kinesiology; Kin, Pre-Physical Therapy; Kin, Pre-Med; Kin, Pre-Physician Assistant; Nutrition; BS Biological Science; Forensic Biology Emph. BSC Mjr; BA Biological Sciences Major; Ecology, Evol & Organismal Bio; Cell, Molecular & Medical Bio; Military Science Minor (MINU).

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e) **SR 25-26-29 CC** – Recommends Approval of the **Listed Undergraduate Course Additions, Deletions, and/or Changes**: MUSP 350; MUSP 351; CI 340; EDF 202; EDF 204; HS 370; HS 470; GEO 230L; HST 393; BSC 492; UNI 100H; MUSP 126; MUSP 127; MUS 121; MUS 218; MUS 219; MUS 432; CI 248; CI 348; ENGR 201; EE 202; EE 210; EE 320; EE 330; EE 340; EE 360; EE 375; EE 380; EE 410; EE 420; GEO 230; PSY 420; BSC 491; MS 221.

f) **SR 25-26-30 AHC** – Recommends Approval of **Revised UPAA-9** (Course Evaluations)

5. Regular Reports

a) University President – Brad Smith (10 minutes)

President's Report April 2026
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- Thank you, Shawn, and thank you for your amazing partnership and service as chair of the Faculty Senate the past four years.
- Good afternoon, my friends.
 - Given the recency of the Spring General Faculty Meeting, as well as the Listening Tour 2.0 where many of you have attended ...
 - You should be well-grounded in the state of the university, both strategically and financially.
- I am also aware of the full agenda today, so I'll keep my comments brief ... focusing on 1 topic vs. my normal 3!
- **That topic is a preview of what we have planned for the next 90-120 days.**
 - As you know, we are down to a handful of scheduled sessions to complete the 30 session Listening Tour 2.0
 - The conversations have been thoughtful, candid, and incredibly helpful.

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- As we complete the remaining half dozen sessions, our goal is to load all notes and recorded sessions into generative AI to help synthesize the feedback
- Which we will then organize into “no regret decisions”, as well as more enduring “strategic imperatives”.
- We are complimenting the feedback from the Listening Sessions with several other work streams ...
 - First, we are kicking off an Action Learning team focused on strengthening our Student Success efforts across campus ...
 - The Action Learning team is being led by Brian Morgan and a team of 15 individuals representing internal domain experts and our shared governance constituents ...
 - Their objective is to conduct an internal and external assessment and define a model where:
 - Retention rates consistently approach or exceed 80%
 - Graduation rates align more closely with or exceed peer benchmarks
 - Equity gaps are significantly reduced
 - Student success efforts are:
 - Coordinated across units
 - Proactive and timely
 - Data-informed and action-oriented

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- Responsibility for student success is clearly defined and shared institution-wide
- And students experience a seamless, “one-stop/concierge” model of support.
- In short, a model where student success is driven by a cohesive, intentional system comparable to leading institutions.
- In conjunction to the Student Success ALT, we are conducting a deeper analysis into our internal scenario planning for the enrollment cliff ... defining “if-then” options.
 - While strengthening student success will be a key lever to offsetting enrollment headwinds,
 - We are also identifying other proactive efforts we can take to mitigate any shortfalls,
 - Should our track record of defying gravity with enrollment growth be challenged ...
- Third, we are engaging with external thought partners to rigorously assess our administrative processes and efficiencies ...
 - Our goal is to identify where we can reduce friction, streamline our work and reduce cost
 - As the final year of Save-to-Serve, focused on supplies and other services concludes in the coming year ...
 - We now need to seek daily activities where we can increase efficiency ...

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- Freeing up resources to reinvest into:
 - Performance-based pay,
 - Deferred maintenance,
 - And strategic investments as we move forward.
- Finally, we will be advancing our efforts to study the impact and implications of AI on education, the workforce and society ...
 - As I've previously shared, we've invited Paul LeBlanc, former President of Southern New Hampshire University and current advisor to the Gates Foundation ...
 - To co-facilitate several campus strategy workshops with me over the summer break.
 - The first will be held on July 13th and 14th:
 - Which will include the Chairs, the Deans, the heads of the Five Families, the campus AI Task Force and our Cabinet ...
 - And the second will be August 3rd and 4th:
 - Which will include the Board of Governors.
 - These workshops will focus on:
 - Grounding ourselves in the culmination of these internal and external trends, data and best practices ...

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- Acknowledge, identify and name the central tensions AI is creating for Marshall ...
 - Surfacing discomfort, ambiguity, and tradeoffs ... not just the promise, but also the perils.
 - In doing so, we will ensure all perspectives are heard and respected,
 - Grounding the discussion in evidence from the AI survey/listening tour, peer benchmarking, and students' lived experience.
- We'll translate key insights into action by producing a clear list of what we seek to protect and preserve,
- As well as what must change.
- And align on 3–6 strategic imperatives connected to the Marshall for All strategy, to refresh our Plan-On-A-Page
 - By end of summer, our goal is to have a comprehensive internal and external assessment to share with the campus community in the early Fall,
 - Providing an opportunity for the broader campus community to review and contribute additional input and edits as appropriate...
 - Leading to a final refresh of our plan-on-a-page that will set the course for the next five years of our journey ...
 - A journey to be a gold standard 21st Century Prosperity Platform that accelerates individual success, innovative

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ideas and economic impact for the state and the nation!

- We have a busy summer ahead ...
 - But the greatest leaps forward occur in times of disruption and reinvention ...
 - And we're seizing the moment at Marshall University!
- So, as we wrap up this academic year ...
 - I want to thank you for everything you do each day for our students and for this university.
 - Together, we are charting the course for a brighter future.
 - Marshall For All ... Marshall Forever!
 - Go Herd.

b) Provost – Robert Bookwalter (10 minutes)

c) Board of Governors – Robin Riner (5 minutes)

The BOG met April 8.

Action items:

1. Revisions to AA6 Faculty Classification, Types and Conditions of Appointment, Ranks, Promotion, Tenure, Dismissal for Cause, Resignation & Emeritus Status - APPROVED
2. FY2027 budget - APPROVED
3. New tuition fee rates (2.5 % but still below inflation and well below peers) - APPROVED
4. Reallocation of deferred maintenance funds - APPROVED
5. Property purchase for new advanced manufacturing center - APPROVED
6. Athletics budget - APPROVED

Our next meeting will be June 10.

d) Advisory Council of Faculty – Amine Oudghiri-Otmani (5 minutes)

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no report, next meeting 4.24.26

e) Graduate Council – Richard Egleton (5 minutes)

Last meeting 4.24.26.

1. Around 50 items to discuss.
2. Undergrad and grad catalog language will be discussed.
3. Welcoming new members and voting on leadership for next year.
4. Thank you, R.B., for your leadership and support of the Graduate Council.

f) Student Government Association – Connor Waller (5 minutes)

Shared his thanks for his time working with Faculty Senate.

5. Standing Committee Liaison Reports

a) Government Affairs Committee – Marybeth Beller (4 minutes)

The Government Affairs Committee met March 5th. We elected Kari Mika-Lude to be the Chair for the 2026-27 academic year and Thomas Klein as Recording Secretary.

Of the bills we followed this year, three passed but one was vetoed.

SB 781 removes surplus funds from the general revenue in the amount of \$23,983,793 and moves them to the Higher Education Policy Commission Administration Control Account.

HB 4592 mandates that higher education campuses create digital campus maps including floor plans in all buildings, using software that local emergency first responders can access, and that the institutions of higher education provide these to all first emergency responders. The bill goes into effect June 12th but does not provide a date by which these maps must be made.

HB 4002 established a Collaboratory to be housed and operated by Marshall. The purpose of the Collaboratory is “to conduct, manage, or participate in research projects and opportunities that may be of interest to citizens and policy makers within the state including, but not limited to, research in the areas of workforce

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development, public education, economic development, and natural resources management.” The Governor’s veto statement indicated that he supported the Collaboratory but that, the way the bill was written, the Speaker and the Senate President would appoint members to the governing board and that this breached the divide between the executive powers and legislative powers in the state constitution. According to the Governor’s statement, the legislative branch may create agencies, but the executive branch alone has the power to manage them.

b) University Curriculum Committee – Tim Melvin (4 minutes)

Met February 20, 2026 and March 27, 2026

Course Changes ALL APPROVED BY UCC

AVSC 200: Private Pilot Ground School, AVSC 205: Solo Flight Lab, AVSC 210: Private Pilot Cert ASEL Lab, AVSC 215: Instrument Ground School, AVSC 220: Instrument Certification Lab, AVSC 305: CFII Lab, AVSC 329: Commercial Ground School, AVSC 330: Commercial Phase I Lab, AVSC 335: CFI Ground School, AVSC 340: Commercial Phase II ASEL Lab
AVSC 345: Initial CFI ASEL Lab, AVSC 375: Commercial AMEL Add-On Lab, CD 461: Intro: American Sign Language for SLP, HS 435: Applied Program Movement Sci Biomech Programs Applications, MUSE 425: Marching Thunder, NRE 111: Living Systems, THE 370: Theatre Practicum, UNI 103: Career Dev Undergrad Students Career Planning Undecided
BSC 491: Capstone Experience, CI 248: Intro to Science Elem Ed, CI 348: Phy Sci & Engr for Elem Ed, EE ENGR 201: Circuits I, EE 202: Circuits II, EE 210: Programming Lab, EE 320: Analysis of Signals & Systems, EE 330: Random Signals and Systems, EE 340: Computer Architecture & Design, EE 360: Control Systems, EE 375: Communication Communication Systems I, EE 380: Microprocessor Design, EE 410: Capstone Electrical Engineering Design I, EE 420: Capstone Design II, GEO 230: Physical Intro to Meteorology (CT), MS 221: Army Phys Readiness Prog, MUSP 126: Class Voice, MUSP 127: Class Guitar, MUSP 190 MUS 121: Aural Perceptions of Percept Music Lit, MUSP 226 MUS 218: Intro to Music Technology, MUSP 250 MUS 219: Digital Recording I Techniques, MUSP 450 MUS 432: Advanced Music Production, PSY 420: Intro to I-O Psychology

Course Additions ALL APPROVED BY UCC

ART 204: Japanese Art in History, AVSC 206: Solo Flight Lab – Rotorcraft, AVSC 211: Pvt Lab Completion Rotorcraft, AVSC 222: Instrument Rating Rotorcraft, AVSC 328: Comm Cat Add Rotor Craft Grnd, AVSC 331: Comm Rotorcraft Lab 1, AVSC 341: Comm Rotorcraft Lab 2, AVSC 376: Commercial Rotorcraft Add – On,

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AVSC 380: FAA Aircraft Dispatcher, BUSN 150: Excel For Beginners, BUSN 152: Personal Cyber Protection, BUSN 154: International Travel Prep, BUSN 156: Think and Innovate, BUSN 158: AI and Creativity, BUSN 160: Name Image Likeness, BUSN 162: Biz of Sports Betting, BUSN 164: Eco Innovation Lab, BUSN 166: Tax Basics for Life, BUSN 168: Business Advocacy, BUSN 170: Build Your Brand, BUSN 172: Fund Your Business Idea, GEO 451: Digital Meteorology, HST 473: Tracks through Time, SCLA 475: Humanities at Work, BSC 492: Research Capstone Experience, CI 340: Tch Creatively in Elem Classrm, EDF 202: Appl Clin Participation I, EDF 204: Appl Clin Participation II, GEO 230L: Physical Meteorology Lab, HS 370: Applied Res Mthd Hlth Mvmt Sc, HS 470: Applied Independent Res Technq, HST 393: History of Horses and Humans, MUSP 350: Digital Recording II, MUSP 351: Studio Recording Techniques

New Programs Approved

970: Minor in Musical Theatre, 974: Abdomen-Extended/OBGYN, 979: Applied Res in Hlth & Mvmt Sci, 980: Cyber Security, 982: Manufacturing Processes, 973: Pre-Occupational Therapy, 981: Sound Production

Program Changes APPROVED BY UCC

11: BA, Theatre, 887: Biomec Pre-Physical Therapy, 889: Biomec Pre-Physician Assistant 888: Biomec, Pre-Med, 880: Biomechanics, 546: BS, Biochemistry, 789: BS, Professional Pilot, 101: Art Education, PreK-Adult, 870: B.A., Biological Sciences Maj., 91: BA, Elementary Education, 54: BA, General Business, 906: BA, Music Industry, 32: BFA, Theatre, 102: Biological Science, 9-Adult, 534: BS, Biological Science, 425: BS, Medical Laboratory Science, 617: BSEE, Electrical/Computer Engr, 955: Cell, Molecular & Medical Bio, 103: Chemistry, 9-Adult, 860: Community Health, 954: Ecology, Evol & Organismal Bio, 104: English, 5-Adult, 837: Forensic Biology Emph, BSC Mjr, 110: General Science, 5-Adult, 897: Kin, Pre-Med, 896: Kin, Pre-Physical Therapy, 898: Kin, Pre-Physician Assistant, 883: Kinesiology, 107: Mathematics, 5-Adult, 704: Military Science, Minor (MINU), 108: Multi-Categorical, 5-Adult, 106: Music Education, PreK-Adult, 910: Music Management, 907: Nutrition, 105: P E Health Wellness PreK-Adult, 33: Perform, BFA Theatre Emphasis, 109: Physics, 9-Adult, 34: Production, 111: Social Studies, 5-Adult

Program Deletions – None

Course Inactivation – APPROVED BY UCC

THE 270: Theatre Practicum

c) Faculty Personnel Committee – Chair (4 minutes)

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Clinton Brown – no report

d) Research Committee – Philippe Georgel (4 minutes)
Meeting held April 8, 2026)

Research Committee Funding

- Remaining balance of \$1,000 was reported.
- Two applications from the College of Science requesting \$500 each were reviewed and approved.
- All applications met eligibility requirements and were approved by unanimous vote.

Student Research Scholars Program

- Remaining balance of \$1,750 was reported.
- Two applications from the College of Arts and Media requesting \$500 each were reviewed and approved.

Summer Research Awards

- Total budget of \$68,880 with \$62,000 requested across 31 applications.
- Two duplicate submissions were identified; several recurring applicants noted.
- Final decisions were tabled pending verification of required post-award summary reports and application completeness.

Quinlan Award

- Fifteen applications requesting \$9,850 were reviewed against a remaining budget of \$7,000.
- One request exceeded the \$500 individual award limit; several applicants were recent awardees from the prior funding cycle.
- Eligible applications are being scored by committee members, with a final vote scheduled. At our next meeting.

Coordination with Research Administration

- The committee continues coordination with MURC leadership regarding internal funding programs and compliance requirements.
- Regular dialogue supports alignment between faculty governance, research administration, and institutional research priorities.

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Next Steps

- Finalize decisions on Summer Research Awards and Quinlan Awards following eligibility verification.
- Continue collaboration with Academic Affairs and MURC on research funding policies and program administration.

e) Student Conduct & Welfare Committee – Tony Viola (4 minutes)

met 4.20.26

1. Meeting was called to order by Bethany McFann, Chair at 9:05am
2. APPROVAL OF January 29, 2026, MINUTES
 - a. Motion to approve by Lyndsay Harper
 - b. Meeting minutes approved
3. OLD BUSINESS
 - a. Absence policy for online courses
 - i. Bethany contacted Kat Smith from Student Advocacy and Accountability for an update to this attendance policy. Kat was able to send a copy of the current policy which was approved December 2025. In addition, Jessica Rhodes from Title IX office shared the updated and approved pregnancy policy which was recently completed. Both are attached to the meeting minutes. Please see minutes for complete update. At this time, this does close the discussion for the absence policy for online courses.
4. NEW BUSINESS
 - a. Elect new officers for next academic year
 - i. President
 - ii. Secretary
 - b. Lyndsey stated she is leaving for sabbatical and will be unavailable for the next semester to serve. Congratulations Lyndsey!
 - c. After no current interest at this time, members were encouraged and Bethany stated an email vote would go out later this semester for

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those who may be interested, but unable to attend the meeting – or
who chose not to speak up at this time.

d. No other new business at this time.

5. Adjournment

a. Meeting adjourned at 9:15

f) Faculty Technology Committee – Nitin Puri (4 minutes)

Changing from Panopto to ECHO 360

Microsoft licenses are distributed via appointment (i.e. faculty are A1

7. Other Requests to Speak

8. Adjournment

The meeting was adjourned at 4:46 p.m.

Respectfully Submitted:

Kelli Johnson

Kelli Johnson, Recording Secretary, Faculty Senate

MINUTES APPROVED BY FACULTY SENATE:

Dr. Shawn Schulenberg, Chair
Faculty Senate

Date Signed

MINUTES READ:

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Brad Smith, President
Marshall University

Date Signed

DRAFT

PARLIAMENTARY PROCEDURE

...at a glance



TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
ADJOURN MEETING	"I move that we adjourn"	NO	YES	NO	NO	MAJORITY	NO
CALL AN INTERMISSION	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
COMPLAIN ABOUT HEAT, NOISE, ETC.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO (usually)
TEMPORARILY SUSPEND CONSIDERATION OF AN ISSUE	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
END DEBATE AND AMENDMENTS	"I move the previous question"	NO	YES	NO	NO	2/3	NO ^①
POSTPONE DISCUSSION FOR A CERTAIN TIME	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
GIVE CLOSER STUDY OF SOMETHING	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES ^②
AMEND A MOTION	"I move to amend the motion by..."	NO	YES	YES ^③	YES	MAJORITY	YES
INTRODUCE BUSINESS	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE...

PROTEST BREACH OF RULES OR CONDUCT	"I rise to a point of order."	YES	NO	NO	NO	NO VOTE ^④	NO
VOTE ON A RULING OF THE CHAIR	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY ^⑤	YES
SUSPEND RULES TEMPORARILY	"I move to suspend the rules so that..."	NO	YES	NO	NO	2/3	NO
AVOID CONSIDERING AN IMPROPER MATTER	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 ^⑥	— ^⑦
VERIFY A VOICE VOTE BY HAVING MEMBERS STAND	"I call for a division" or "Division!"	YES	NO	NO	NO	NO VOTE	NO
REQUEST INFORMATION	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
TAKE UP A MATTER PREVIOUSLY TABLED	"I move to take from the table..."	NO	YES	NO	NO	MAJORITY	NO
RECONSIDER A HASTY ACTION	"I move to reconsider the vote on..."	YES	YES	— ^⑧	NO	MAJORITY	NO

NOTES:

① Unless vote on question is not yet taken.

② Unless the committee has already taken up the subject.

③ Only if the motion to be amended is debatable.

④ Except in doubtful cases.

⑤ A majority vote in negative needed to reverse ruling of chair.

⑥ A 2/3 vote in negative needed to prevent consideration of main motion.

⑦ Only if the main question or motion was not, in fact, considered.

⑧ Only if motion to be reconsidered is debatable.

Procedural Notes from the Parliamentarian

Marshall University
August 2020

The Marshall University Faculty Senate represents the university's faculty as part of Marshall's shared governance. Meetings are run according to the latest edition of *Robert's Rules of Order* and West Virginia Code. The goal of *Robert's Rules* is to support the ability for each Senator to fully participate in meetings and the ability of the Senate as a whole to conduct business.

The Parliamentarian is an advisor in this process. The Chair and individual Senators can consult the Parliamentarian at any time. The Parliamentarian is not a member of the Senate and does not vote or speak for or against any motion. You are very welcome to email or call me outside of Senate meetings. I will be glad to advise you about the best procedure to achieve your goals.

Basic procedures

1. The Faculty Senate has two common types of business items: recommendations and resolutions. Recommendations are items that will be sent to the University President for approval or disapproval. Resolutions are items that express the opinion of the Senate and do not require further approval by the President.
2. Each piece of business requires a motion, a second, a period of discussion, and a vote. When the Chair introduces an item from the agenda, a Senator must move to consider that item and another Senator must second the motion. You do not have to stand in that situation.
3. In other situations, you should stand to address the Senate, if possible. Go to a microphone and wait for the Chair to recognize you. State your name and affiliation for the meeting recording, then go ahead with your remarks. If you cannot stand, gain the attention of the Chair, and someone will bring you a microphone. This process is called obtaining the floor.
4. If you would like to change the text of the current business item, obtain the floor and make a motion to amend. Please have the exact changes ready, ideally in writing. *Robert's Rules* do not allow for "friendly amendments" once the text of an item has been distributed to Senators or stated by the Chair. Amendments for obvious typographical errors and similar minor corrections can be made by unanimous consent.
5. An amendment can itself be amended, but this process can only go two levels deep. For example, suppose an amendment to an item is made and seconded. Now the amendment is being discussed. Someone moves to amend the amendment. Now that "subamendment" is being discussed. A vote will be held on the subamendment, at which point discussion returns to the amendment. Once a vote is held on the amendment, discussion returns to the main item, at which point other amendments might be proposed.

6. Please do not make a motion to “call the question” in ordinary circumstances. The Chair will call for a vote on an item when discussion winds down. The time to “call the question” is when it appears discussion will not wind down on its own. In this case, you might also consider a motion to refer the item to an appropriate committee to allow more discussion outside the Senate meeting.
7. Whenever possible, direct your remarks to the Chair rather than to another person, even if you are asking a question or responding to a question. Please maintain a courteous tone, and focus on issues rather than personalities or motives.
8. According to *Robert’s Rules*, each Senator may speak twice to each motion or amendment. Please make sure to compose your thoughts before you rise to speak.
9. If a question of procedure arises, the Chair will make a decision. The Chair may pause to consult the Parliamentarian first. The Senate may appeal the decision of the Chair with a motion to appeal.

Common motions

1. **To add a motion to the agenda**, obtain the floor when no other item is being discussed. Make a motion to *Suspend the rules*: “I move to suspend the rules in order to allow a motion about ... to be made from the floor.” This motion requires two-thirds support. Once the motion to suspend the rules is approved, the desired new motion can now be made immediately. *Robert’s Rules* has no specific motion to “suspend the agenda”, and there is no need for a motion to “return to the agenda”. The Chair will return to the agenda once the new motion is resolved. It is helpful if you can alert the Chair before the meeting that you will move to suspend the rules. The Chair can advise you about the most convenient place on the agenda to add your motion, although you can make it whenever you have the floor with no business item pending.
2. **To stop consideration of an item**, without needing to vote on the item, make a motion to *Postpone Indefinitely*. This is technically not the same as a motion to *Table* an item, but in practice a motion to “table” is often interpreted as a motion to postpone indefinitely. If the goal is to allow more time for an item to be studied, consider a motion to refer the item to a specific committee. If the goal is simply to defeat a motion, and a majority will vote against the item, it is usually better to allow the vote on the item to happen. Use a motion to postpone indefinitely is when it is better to avoid taking any vote on an item.

Executive Session

West Virginia Code 6–9A.4 allows for executive sessions (closed meetings) under fixed circumstances. The most common reason for the Faculty Senate to go into executive session is to discuss a possible speaker or honorary degree.

To enter executive session, a Senator will make a motion to enter executive session. The Chair will make a reference to the West Virginia Code 6–9A.4. Once the Senate votes to enter executive session, all non-Senators will leave the room and the recording will be stopped. Once discussion is over, a motion and vote is needed to leave executive session.

Votes must happen outside of executive session. This can be done by referring to the item’s number on the agenda: “I move to approve item SR-20–21–7”. All Senators must maintain the confidentiality of the executive session.