Guidelines to Bringing Motions/Resolutions to Faculty Assembly

Governance Committee

1. Motion vs. Resolution?

Robert’s Rules of Order (11th edition) states the following:

Business is brought before an assembly by the motion of a member . . . A motion is a formal proposal by a member, in a meeting, that the assembly take certain action. The proposed action may be of a substantive nature, or it may express a certain view or direct that a particular investigation be conducted and the findings be reported to the assembly for possible further action, or the like. (27)

For . . . important or complex questions, or when greater formality is desired, [one] presents [one’s] motion in the form of a resolution. (33)

Most of the time committees bring their proposals to the Faculty Assembly in the form of motions. See Templates I and II for respective examples of motion and resolution proposals.

2. Changes to Faculty Constitution or Bylaws

Changes to the Faculty Constitution or Bylaws require three readings at Faculty Assembly, and are voted on at the time of the third reading. For details on this, see Article VIII, Section 1 and Article IV, Section 6 of the Faculty Bylaws. See Template II for an example of how such amendments should be presented to the Faculty Assembly.

3. Structure of a motion/resolution proposal

All motions/resolutions have the following format:

Resolved, that [motion/resolution].

You may want to precede your motion/resolution with a preamble enumerating your reasons for its proposal. Robert’s Rules of Order states:

In general, the use of a preamble should be limited to cases where it provides little-known information without which the points or merits of a resolution are likely to be poorly understood . . .

That being said, while preambles are not required, they are often of great use in ensuring that a motion/resolution inspires minimal faculty confusion about its origins or purpose.

A preamble has the following format.

Whereas, [reason 1 for bringing your motion/resolution]; and
Whereas, [reason 2 for bringing your motion/resolution];
...
Whereas, [last reason for bringing your motion/resolution]; See Templates I and II.
4. Technical preparation of proposed changes to the Faculty Handbook

When making a motion or resolution to change language in the Faculty Handbook (hereafter referred to as the FH), email the Faculty Governance Coordinator (facgov@plu.edu) the numbers of the FH pages containing the text to be revised. The Coordinator will then send you an MS Word version of those pages. (Do not try to cut and paste into Word the relevant portions from the FH; this will remove all text formatting.) Modify this Word document to create your motion, as described below. Then send your motion back to facgov@plu.edu by noon of the Friday preceding the Faculty Assembly (that is, by noon the first Friday of the month).

When revising FH language, include all of the original FH language that is affected by your revisions. Use bold to signify additions and strikethrough to indicate deletions. When proposing to add boldface text to the FH, both boldface and underline that text. See, for example, Attachment A associated with the Template I example (on the last page of this document).

5. Templates for writing motions/resolutions

I. Template for motions/resolutions NOT involving changes to the Faculty Constitution or Bylaws

Motion/resolution to insert purpose of motion here—your name, your committee. ACTION ITEM.

Whereas, [reason 1 for bringing your motion/resolution]; and

Whereas, [reason 2 for bringing your motion/resolution];

...

Whereas, [last reason for bringing your motion/resolution];

Resolved, that [motion/resolution].

Example:

Motion to approve revisions to the Faculty Handbook, Section VI, Part IV, Faculty Personnel Policy—JoDee Keller (Social Work), Rank and Tenure Committee. ACTION ITEM.

Whereas, the Faculty Personnel Policy includes a philosophy of faculty compensation supporting a compensation system for faculty that “. . . Demonstrates the high value the university places on excellent faculty by rewarding the tenure and promotion of productive and skilled teachers, scholars, and University citizens.” (Handbook, 8th Edition, page 85); and

Whereas, current compensation practices include, upon promotion to higher rank, a salary increase of ten percent of the median salary of the new rank, and the current Faculty Handbook language does not reflect these practices;

Resolved, that the Faculty Personnel Policy, section VI, Part IV, (page 85, 8th edition) be revised as presented in Attachment XX.
II. Template for a motion/resolution involving changes to the Faculty Constitution or Bylaws

Motion/resolution *insert purpose of motion here* as described in the Faculty Constitution (or Bylaws), Article XX, Section XX, Subsection XX—*your name, (your department), your committee*. First reading of a change to the faculty bylaws. **

*Whereas*, [reason 1 for bringing your motion/resolution]; and

*Whereas*, [reason 2 for bringing your motion/resolution];

...

*Whereas*, [last reason for bringing your motion/resolution];

*Resolved*, that [motion/resolution].

**Note: For the 2nd and 3rd readings of the motion, language will be updated by the Faculty Governance Coordinator.**

**Example:**

Resolution to modify the procedure for excusing members from a faculty committee as described in the Faculty Bylaws, Article III, Section 1A.2—Karen Travis (Economics), Governance Committee. First reading of a change to the faculty bylaws. Attachment XX.

*Whereas*, the *Faculty Handbook* specifies the specific rights and duties of the faculty; and

*Whereas*, the current process for excusing a faculty member from a committee requires action of the faculty;

*Resolved*, that the faculty revise Article III, Section 1A.2 as presented in Attachment XX.
This is an example of how it should look for Faculty Assembly…

Changes to the Faculty Handbook are indicated using **bold** to signify additions or changes and _strike-through_ to indicate deletion.

Motion to amend the Faculty Constitution and Bylaws to accurately reflect the Definition of Faculty—Karen Travis (Economics), Governance Committee. First reading of changes to the Faculty Constitution and Bylaws.

Whereas, the Faculty voted on May 13, 2011 to change the Definition of Faculty (Section II. Aspects of Faculty Organization, Definition of Faculty);

Whereas, the Faculty Constitution and Bylaws do not accurately reflect these changes;

1.1)  *Resolved*, that Article I, Section 1 of the Faculty Constitution be amended as follows: The faculty shall consist of the president of the university, the provost, the vice-presidents, the professors, the associate professors, the assistant professors, the instructors, the full-time visiting lecturers and associates, the adjunct professors, the professional librarians, professors emeriti, and regular faculty, contingent faculty, administrative faculty, emeriti faculty, others recommended by the faculty to the president and approved by the Board of Regents, as well as other officers designated by the Board of Regents upon recommendation of the president. *(See Section II. Aspects of Faculty Organization, Definition of Faculty for further detail.)*

1.2)  *Resolved*, that Article IV, Section 1, a of the Faculty Constitution be amended as follows: The governing body of the faculty shall be designated the Faculty Assembly and shall consist of all members of the faculty regular faculty, administrative faculty, and full-time contingent faculty. Each member of the faculty except presidents emeriti and professors emeriti shall have the right to vote. Emeriti faculty, emeriti presidents, and part-time contingent faculty shall the privilege of voice, but not the right to vote.

1.3)  *Resolved*, that Article IV, Section 1, f of the Faculty Constitution be amended as follows: Part-time teaching staff other than adjunct professors Part-time contingent faculty and part-time tenure-eligible faculty shall have the privilege of attending Faculty Assembly meetings except when the assembly elects to meet in executive session. Tenure-eligible part-time faculty and part-time teaching staff with the rank of adjunct professor shall enjoy all the rights of full-time faculty within the Faculty Assembly, including both voice and vote.

1.4)  *Resolved*, that Article IV, Section 4, Subsection 4B, b of the Faculty Bylaws be amended as follows:

Members elected or appointed to standing or ad hoc committees must hold one of the ranks eligible for tenure or the rank of adjunct professor be regular faculty.
1.5) Resolved, that Article V, Section 1, Subsection A, 2 of the Faculty Bylaws be amended as follows:

Tenure-eligible part-time faculty must also receive appointment to one of the ranks eligible for tenure. All other part-time teachers including adjunct professors and instructors are not eligible for tenure and shall not be appointed to one of the ranks eligible for tenure.

1.6) Resolved, that Article V, Section 1, Subsection A, 4 of the Faculty Bylaws be amended as follows:

Tenure shall be granted to eligible persons (see Article V, Section 1, Subsection A, 2) after a probationary period of professional service which shall—except in cases of only partial credit for service at other institutions or as an instructor or adjunct professor contingent faculty at Pacific Lutheran University—not exceed the equivalent of six years, and shall, in all but exceptional circumstances, include a minimum equivalent of three years at Pacific Lutheran University. Tenure shall be granted to eligible persons after a probationary period of professional service (including reduced-load service at Pacific Lutheran University at the rank of adjunct professor as contingent faculty) which shall not exceed the equivalent of six years, and shall, in all but exceptional circumstances, include a minimum of three consecutive years of full- time service at Pacific Lutheran University.