March 14, 2014 – Attachment B

Motion to adopt a special rule of order to document the paper ballot procedures for voting during faculty assembly meetings – Michelle Ceynar (Psychology), Governance Committee. ACTION ITEM

Resolved, that the Faculty adopt a special rule of order - to be listed within a box on the same page as Article IV, Section 1 of the Bylaws - as follows:

The following Special Rules of Order, while not themselves part of the Bylaws, have been adopted by the Faculty Assembly.

1) A motion for an informal discussion, with a specified time limit, is in order when no other motion is pending.

2) Questions for the president must be submitted in writing to the president. Once the president has the floor s/he may choose to take additional questions from the floor at any given meeting.

3) Procedure for Voting by Paper Ballot

A. Any voting member of the Faculty Assembly may call for a paper ballot from the floor of the assembly or by submitting a request for a paper ballot on a specific agenda item to the Chair of the Faculty prior to the meeting.

B. The Faculty Secretary is charged with having paper ballots available for all Faculty Assembly meetings.

C. When a call for a paper ballot has been received, the Chair of the Faculty will direct the Assembly as to how they should mark their ballot.

D. Chairs of Faculty Standing Committees will distribute paper ballots and collect them after voting.

E. The Faculty Secretary and Vice Chair of the Faculty oversee the counting of the ballots. The total number of valid votes for a motion and the total number of valid votes against a motion are recorded. Ballots that are blank or with an unclear meaning are invalid.

F. The Faculty Secretary provides the final count to the Chair of the Faculty and records the count in the minutes.

G. The Chair of the Faculty reports the full results to the Faculty Assembly and declares whether the motion has passed.