

**Faculty Senate Meeting**  
**2:00PM August 25, 2006, Education 201**  
**Approved Faculty Senate Meeting Minutes**

**I. CALL TO ORDER AND ESTABLISH QUORUM:**

The August 25, 2006 meeting of the Faculty Senate was called to order at 2:05 PM in Education 201 with FS President Joseph Maness presiding. The following members were present: Arden Aspedon, Madeline Baugher, David Bessinger, Nancy Penner, Stephen Burgess, Dayna Coker, Viki Craig, Barry Gales, Terry Goforth, John Hayden, David Hertzell, Robin Jones, Scott Long, Vicki Hatton for Tami Loy, Joseph Maness, Robbie McCarty, Les Ramos, June Roys, Randall Sharp, Jeffrey Short, Eithel Simpson, James South, Bill Sticka, Karen Travis, Les Crall for Rob Winslow, Jon Woltz, and Patsy Wootton.

**II. CERTIFICATION OF SUBSTITUTES: PRESENTATION OF VISITORS**

**Vicki Hatton for Tami Loy**

**Carol Kish for Kathy Wolff** – Carol Kish was not present

**Les Crall for Robert Winslow**

**III. ADDITIONS / DELETIONS AND APPROVAL OF AGENDA**

**IV. APPROVAL OF MINUTES:** Minutes of July 25, 2006 were corrected and approved.

**V. ANNOUNCEMENTS:**

A. From FS President Maness:

1. Roberts Rules of Order and Senate Rules – See attached
2. Faculty Senate Committees and Chairs – See attached
3. 2006-2007 Budget – See attached
4. Report from the Judiciary committee – See attached

**FS Motion 2006-08-01:**

A motion was made and seconded to seat Eithel Simpson, Rob Winslow, and Chad Ramirez as Senators pending a valid vote by the College of Professional and Graduate Studies on the procedure to elect Faculty Senators within the College.

The motion passed by voice vote.

The College of Professional and Graduate Studies is instructed to revisit the election of Faculty Senators issue again.

B. FS Secretary/Treasurer: Dr. Penner:

1. Roll Sheet—please sign.
2. Treasurer's Report: BancFirst Checking account balance: \$1,980.71  
University account balance: \$129.15

135 faculty have paid dues of \$675.00 – Faculty Senate dues may be sent to President Maness or Nancy Penner, Treasurer.

C. President-elect Dr Jones: None

D. FS Past President Logan: None

E. FS Student Government Representative Sam Jennings:

1. SGA is in the process of revising their Judiciary and Legislative branches.

2. Dawg Days is progressing well. The Organization Fair on August 24<sup>th</sup> had 70 participating organizations and businesses.
3. SGA elections are September 5<sup>th</sup> and 6<sup>th</sup>.
4. The FS Student Affairs Committee may have a student representative.

**VI. REPORTS FROM STANDING AND AD HOC COMMITTEES:** None

**VII. UNFINISHED BUSINESS:**

- A. **Student Affairs Committee:** Motion 2006-05-01 Academic Dishonesty Policy motion suspended (Motion 2006-05-02) and returned to committee.
- B. **University Policies Committee:** Issue sent to committee (Motion 2006-02-03) Scientific Misconduct Policy

**VIII. NEW BUSINESS:**

- A. Adoption of Senate Rules for 2006-2007

**FS Motion 2006-08-02:**

A motion was made and seconded to adopt the Faculty Senate rules for 2006-2007 as presented by President Maness.

The motion passed by voice vote.

- B. Approval of 2006-2007 Faculty Senate Budget

**FS Motion 2006-08-03:**

A motion was made and seconded to approve the Faculty Senate Budget for 2006-2007 as presented by President Maness

The motion passed by voice vote.

- C. Election of Benefits Committee Members (Senators from each college will caucus to select their college's representative).

Benefits Committee Members:

Thomas Worley (AAP)  
Sophia Lee (A&S)  
Teri Stubbs (CPGS)  
Randall Sharp (Pharm)

- D. Election of Academic Appeals Committee Member
- E. Faculty-Student Dating Policy

**FS Motion 2006-08-04:**

A motion was made and seconded to refer the Student Dating Policy to the University Policies Committee.

The motion passed by voice vote.

F. Faculty Handbook Revision

**FS Motion 2006-08-05:**

A motion was made and seconded to refer the review of the Faculty Handbook for revision to the University Policies Committee.

The motion passed by voice vote.

G. Faculty Senate Constitution Revision

1. Article II Section 2 – Method of electing senators
2. Article IV Section 2 – Standing Committees particularly the Curriculum Committee

**FS Motion 2006-08-06:**

A motion was made and seconded to refer the revision of the Faculty Senate Constitution to the Judiciary Committee.

The motion passed by voice vote.

H. Other

1. There was a request for an inquiry about the information normally included in the Letter of Intent. Faculty would like to have that benefits information.

**IX. ADJOURNMENT:**

The meeting adjourned at 2:38 p.m.

*Next Faculty Senate meeting: 2:00, 29 September 2006, Location—Education 201.*

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**Joseph Maness, President**

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**Nancy Penner, Secretary**

SWOSU Faculty Senate  
Summary of Robert's Rules of Order  
2006-2007

Attached are summaries of Robert's Rules of Order, by which we conduct our business according to our Constitution.

We have other traditional rules by which we should operate.

All motions and amendments shall be presented in writing to the Secretary so that they may be read prior to a vote.

Discussion/debate shall be limited to motions which have been moved and seconded

Issues raised during senate meetings shall be considered only during new business and following agenda items listed in new business.

Committee may submit written reports to the senate (secretary) for attachment to minutes. Motions from committee shall be made during new business. If possible such motions should be placed on the agenda prior to the meeting at which they will be considered.

Unfinished Business shall be limited to motions tabled or postponed from a previous meeting.

Senate minutes do not include names of those making or seconding motions, nor do they indicate details of debate or identities of those speaking.

During Officer and Committee reports, senators may raise questions for additional information. Other senators may be recognized to speak to provide additional information.

Please wait to be recognized before speaking. You can indicate that you wish to speak by raising your hand.

Rules may be suspended by 2/3 vote of those in attendance.

Please feel free to add rules that I may have forgotten.

## Parliamentary Procedure for Meetings

*Robert's Rules of Order* is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed upon set of rules makes meetings run easier.

*Robert's Rules* will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.

Here are the basic elements of *Robert's Rules*, used by most organizations:

1. **Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

2. **Postpone Indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

3. **Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made. If the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.

4. **Commit:** This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

5. **Question:** To end a debate immediately, the question is called (say "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

6. **Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

7. **Adjourn:** A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).

**Note:** If more than one motion is proposed, the most recent takes precedence over the ones preceding it. For example if #6, a motion to table the discussion, is proposed, it must be voted on before #3, a motion to amend, can be decided.

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion.)
- To change a motion (amend.)
- To adopt (accept a report without discussion.)
- To adjourn (end the meeting.)

Remember, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.

Board and committee chairpersons and other leaders may want to get some training in meeting facilitation and in using parliamentary procedure. Additional information on meeting processes, dealing with difficult people, and using *Robert's Rules* is available from district office staff and community resources such as the League of Women Voters, United Way and other technical assistance providers. Parliamentary Procedure at a Glance, by O. Garfield Jones, is an excellent and useful guide for neighborhood association chairs.

## Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in *Robert's Rules*.

- **A main motion must be moved, seconded, and stated by the chair before it can be discussed.**
- **If you want to move, second, or speak to a motion, stand and address the chair.**
- **If you approve the motion as is, vote for it.**
- **If you disapprove the motion, vote against it.**
- **If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.**
- **If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.**
- **If you feel they can handle it better than the assembly, move to refer the motion to a quorum or committee with power to act.**
- **If you feel that there the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.**
- **If you want time to think the motion over, move that consideration be deferred to a certain time.**
- **If you think that further discussion is unnecessary, move the previous question.**
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee, move the motion be recalled.**
- **If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.**
- **If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.**
- **If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.**

- **If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.**
- **If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.**

## **IN THE MEETING**

### ***TO INTRODUCE A MOTION:***

Stand when no one else has the floor.

Address the Chair by the proper title.

Wait until the chair recognizes you.

- Now that you have the floor and can proceed with your motion say "I move that...", state your motion clearly and sit down.
- Another member may second your motion. A second merely implies that the seconder agrees that the motion should come before the assembly and not that he/she is in favor of the motion.
- If there is no second, the Chair says, "The motion is not before you at this time." The motion is not lost, as there has been no vote taken.
- If there is a second, the Chair states the question by saying "It has been moved and seconded that ... (state the motion). . ., is there any discussion?"

### ***DEBATE OR DISCUSSING THE MOTION:***

- The member who made the motion is entitled to speak first
- Every member has the right to speak in debate
- The Chair should alternate between those "for" the motion and those "against" the motion
- The discussion should be related to the pending motion
- Avoid using a person's name in debate
- All questions should be directed to the Chair
- Unless there is a special rule providing otherwise, a member is limited to speak once to a motion
- Asking a question or a brief suggestion is not counted in debate
- A person may speak a second time in debate with the assembly's permission

### ***VOTING ON A MOTION:***

- Before a vote is taken, the Chair puts the question by saying "Those in favor of the motion that ... (repeat the motion)... say "Aye." Those opposed say "No." Wait, and then say "The motion is carried," or "The motion is lost."
- Some motions require a 2/3 vote. A 2/3 vote is obtained by standing
- If a member is in doubt about the vote; he may call out "division." A division is a demand for a standing vote.
- A majority vote is more than half of the votes cast by persons legally entitled to vote.
- A 2/3 vote means at least 2/3 of the votes cast by persons legally entitled to vote.
- A tie vote is a lost vote, since it is not a majority.

Southwestern Oklahoma State University Faculty Senate  
2006 Roster, Officers, and Committees

College of Arts and Sciences

Art

Ms. June Roys (08) [june.roys@swosu.edu](mailto:june.roys@swosu.edu)

Biological Sciences

Dr. Joseph D. Maness (07) [joseph.maness@swosu.edu](mailto:joseph.maness@swosu.edu)

Chemistry and Physics

Dr. Terry Goforth (08) [terry.goforth@swosu.edu](mailto:terry.goforth@swosu.edu)

Dr. Robbie McCarty (08) [robbie.mccarty@swosu.edu](mailto:robbie.mccarty@swosu.edu)

Language Arts

Dr. Viki Craig (08) [viki.craig@swosu.edu](mailto:viki.craig@swosu.edu)

Dr. Robin Jones (07) [robin.jones@swosu.edu](mailto:robin.jones@swosu.edu)

Dr. Kelley Logan (07) [kelley.logan@swosu.edu](mailto:kelley.logan@swosu.edu)

Mathematics

Dr. Bill Sticka (09) [bill.sticka@swosu.edu](mailto:bill.sticka@swosu.edu)

Music

Mr. David Bessinger (07) [david.bessinger@swosu.edu](mailto:david.bessinger@swosu.edu)

Dr. James South (09) [james.south@swosu.edu](mailto:james.south@swosu.edu)

Social Sciences

Dr. David Hertzal (09) [david.hertzal@swosu.edu](mailto:david.hertzal@swosu.edu)

Dr. John Hayden (07) [john.hayden@swosu.edu](mailto:john.hayden@swosu.edu)

College of Pharmacy

Pharmacy Practice

Dr. Randall Sharp (09) [randall.sharp@swosu.edu](mailto:randall.sharp@swosu.edu)

Dr. Barry Gales (07) [barry.gales@swosu.edu](mailto:barry.gales@swosu.edu)

Pharmaceutical Sciences

Dr. Scott Long (08) [scott.long@swosu.edu](mailto:scott.long@swosu.edu)

Dr. Les Ramos (09) [les.ramos@swosu.edu](mailto:les.ramos@swosu.edu)

College of Professional and Graduate Studies

School of Allied Health Sciences

Dr. Arden Aspedon (07) [arden.aspedon@swosu.edu](mailto:arden.aspedon@swosu.edu)

School of Behavioral Sciences and Education

Psychology/Social Work

Dr. Stephen Burgess (07) [stephen.burgess@swosu.edu](mailto:stephen.burgess@swosu.edu)

Kinesiology

Ms. Tami Loy (08) [tami.loy@swosu.edu](mailto:tami.loy@swosu.edu)

Parks and Recreation Management

Mr. Chad Ramirez (07) [chad.ramirez@swosu.edu](mailto:chad.ramirez@swosu.edu)

Education

Dr. Karen Travis (08) [karen.travis@swosu.edu](mailto:karen.travis@swosu.edu)

School of Business and Technology

Accounting

Dr. Nancy Buddy-Penner (08) [nancy.penner@swosu.edu](mailto:nancy.penner@swosu.edu)

Computer Science

Ms. Madeline Baugher (07) [madeline.baugher@swosu.edu](mailto:madeline.baugher@swosu.edu)

General Business

Dr. Robert Winslow (09)

[robert.winslow@swosu.edu](mailto:robert.winslow@swosu.edu)

Marketing and Management

Dr. Eithel Simpson (09)

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Technology

Mr. Jeffrey Short ((07)

[jeff.short@swosu.edu](mailto:jeff.short@swosu.edu)

School of Nursing

Ms. Kathy Wolff (07)

[kathy.wolff@swosu.edu](mailto:kathy.wolff@swosu.edu)

College of Associate and Applied Programs

Ms. Dayna Coker (07)

[dayna.coker@swosu.edu](mailto:dayna.coker@swosu.edu)

Ms. Patsy Wootton (08)

[patsy.wootton@swosu.edu](mailto:patsy.wootton@swosu.edu)

Library

Mr. Jonathan Woltz (09)

[jonathan.woltz@swosu.edu](mailto:jonathan.woltz@swosu.edu)

Student Senate Representative (non-voting)

Garrett King

[kingg@student.swosu.edu](mailto:kingg@student.swosu.edu)

Faculty Senate Officers (2006-2007)

President Dr. Joseph D. Maness

President-elect Dr. Robin Jones

Secretary-Treasurer Dr. Nancy Penner

Past-President Dr. Kelley Logan

Parliamentarian Dr. John Hayden

Archivist Dr. James South

Faculty Senate Committees (2006-2007)

Audit Committee

Jeff Short, Chair

Madeline Baugher

Bill Sticka

Budget and Program

Barry Gales, Chair

Arden Aspedon

Dayna Coker

Viki Craig

Curriculum

Les Ramos, Chair

Kelley Logan

Robbie McCarty

Bill Sticka

Robert Winslow

Patsy Wootton

Judiciary

Terry Goforth, Chair

Stephen Burgess

Viki Craig

Dayna Coker

Les Ramos

Nominating

Madeline Baugher, Chair

Kelley Logan

Scott Long

Patsy Wootton

Personnel Policies

John Hayden, Chair

Stephen Burgess

June Roys

Randall Sharp

Eithel Simpson

James South

Student Affairs

David Hertzell, Chair

Dayna Coker

Barry Gales

Scott Long

Tammi Loy

Jonathan Woltz

*Student Senate Representative*

University Policies

Karen Travis, Chair

David Bessinger

Robin Jones

Nancy Penner

Chad Ramirez

Jeff Short

Kathy Wolff

SWOSU Faculty Senate  
2006-2007 Budget

**Income**

Faculty Senate Dues (135 @ \$5.00) ..... \$675.00

**Expense**

Awards (Service Awards, Officers Recognition, Certificates)..... \$250.00

New Faculty Reception..... \$100.00

Retirement Reception..... \$175.00

Copying .....\$50.00

Travel/Miscellaneous .....\$100.00

Total Expense..... \$675.00

To: Faculty Senate President  
From: Terry Goforth, Judiciary Committee Chair  
RE: Constitutional meaning of “full-time faculty members receiving an annual contract”  
Date: August 25, 2006

## **Judiciary Opinion to clarify Article II, Section 2**

On August 24, 2006, Faculty Senate President Maness referred a question to the Judiciary Committee regarding Article II, Section 2 of the Faculty Senate Constitution. This section of the Constitution states that:

*Each of the academic units shall determine by two-thirds vote of each of its faculties its own method for electing Senators and determining their specific constituencies pursuant to Senate guidelines.*

The issue at hand is the meaning of “two-thirds vote of each of its faculties,” specifically whether this means 1) two-thirds of all faculty in the academic unit must vote in favor of the proposal, 2) at least two-thirds of the faculty in the academic unit must cast a vote, or 3) two-thirds of the faculty present at the meeting must vote in favor of the resolution. A fourth possible interpretation is that two-thirds of the votes cast must be in favor of the resolution.

The Constitution seems to address two types of votes: those conducted in a meeting and those conducted “at large.”

Regarding votes in meetings, in the two places where the constitution is clear about votes, the majorities are defined as a proportion of those in attendance.

Article III, Section 3: *...with the concurrence of two-thirds of the Senate members present...*

Article IV, Section 1, Bullet 5: *...upon the concurrence of two-thirds of the members present...*

Note that these are references to Senate meetings which require a quorum to conduct any business. Article IV, Section 1, Bullet 4 defines the quorum as a simple majority—this must be taken as a simple majority of all voting members of the Senate.

Regarding votes conducted without a meeting, there is only one clear definition, and there the majority is defined as a proportion of the votes cast:

Article 5, second sentence: *...valid...when ratified by a two-thirds majority of the votes cast...*

Otherwise the Constitution is not specific. These include:

Article II, Section 2, which is the item under consideration

Article II, Section 4

Article IV, Section 1, Bullet 2

Article V, first sentence (regarding the “simple majority meeting in regular session”)

Based on the three places where the Constitution is clear on the definition of a majority, we conclude that for votes taken in meetings, 1) a simple majority of all eligible voters must be present, and 2) the majorities are based on a proportion of those in attendance. For votes taken at

large (e-mail, snail-mail, whatever), it should go without saying that all due diligence must be exercised in notifying all eligible voters of the election, making them aware of the choices, method of voting, and deadline, and reasonable facilitation for casting a vote. Such diligence may be evidenced by requiring that a quorum of votes was actually cast—*i.e.*, that at least a simple majority of the eligible voters participated in the vote. Then, the majorities are based on a proportion of votes cast. If a simple majority does not participate in the vote, the vote must be considered null and void.

As Chair of the FS Judiciary Committee, I respectfully submit this opinion on behalf of the Judiciary Committee to the FS President.

Sincerely,

Terry Goforth, Chairman  
Judiciary Committee

Judiciary Committee Members:  
Stephen Burgess  
Dayna Coker  
Viki Craig  
Les Ramos