

## APPENDIX B.1

### THE UNIVERSITY OF ALABAMA AT BIRMINGHAM STANDING RULES OF THE FACULTY SENATE

Last Amended July 2019

1. The regular meeting of the Senate is on the second Tuesday of each month at 7:30 a.m. A quorum is based on summation of the four officers (Chair, Chair-Elect, Past-Chair, and Associate Chair) and the total number of Senators from all academic units and then the determination of a majority as 50% plus one. A meeting shall be called to order when a quorum of 21 members (officers plus Senators or a designated Alternate Senator for a non-attending Senator) is achieved.
2. Every regular or special meeting of the Senate must adjourn two hours after the time appointed for its beginning unless the time is extended by unanimous consent or by a motion made and carried to extend the time. If a motion is made to extend the meeting, then the motion includes reference to the amount of time required for completion of the item on the floor for a vote.
3. A Senator unable to attend a meeting of the Senate must notify the Senate Office Associate or designee that an Alternate Senator is attending in place of the Senator who must be absent; however, if a Senator fails to notify the Office Associate of an absence, the ranking Alternate Senator present from the unit serves in the Senator's absence.
4. The Senate Office Associate must prepare a roll of the members of the Senate and each Senator must sign the roll at each meeting. Alternate Senators attending in place of a Senator must sign their name on the roll in the space for the absent Senator, indicating which Senator he or she is replacing. Guests to Senate meetings are requested to sign a guest roll.
5. With the assistance of the Senate Office Associate, the Associate Chair records (audio recording is not permitted) and prepares the official minutes of the Faculty Senate meeting and ensures distribution to the Chair, Senate members and presenters for review and approval. The review and approval are by e-mail, with the e-mail indicating that no reply inside the given deadline for reply – usually one calendar week from the request to review - is interpreted as approval. The Associate Chair ensures that the finalized

minutes are distributed to the Chair, Senate members and presenters, posted on the Senate web page and saved on the Senate common drive.

6. Resolutions and motions approved by the Executive Committee or other Standing Committees of the Senate for consideration at a meeting must be made available in writing at that meeting. Approved resolutions are to be posted on the Senate web page by annual year term of the Senate. Approved motions are listed with Senate meeting minutes which are all posted on the Senate website. A [motion form](#) shall be available at meetings to assist with documentation of motions.
7. The Senate uses Robert's Rules of Order for the conduct of all items and sections of the agenda including open forum. Any Senator, Alternate Senator, or person wishing to address the Chair (and thereby the Senate) should stand, if physically possible, to signal that intention and speak only when recognized by the Chair stating the name of person if known or requesting that person identify self. The speaker is to state his or her name and the constituent unit affiliation and should remain standing while having the floor. Senators and Officers are requested to use the seating name tags available for pick up at the sign in table and have to be returned when leaving the meeting. Recognition of visitors to the Senate for permission to address the Senate is at the discretion of the Chair.
8. Any Senator making a main motion or substantive amendment should be prepared, upon request of the Chair, to submit the wording of that motion or amendment to the Associate Chair in writing before a vote is taken. Motion forms will be available at meetings.
9. The recording by any type of technology of the Senate meeting proceedings is not allowed except at the discretion of the Executive Committee.
10. When deemed appropriate and in accordance with Robert's Rules, the Chair may entertain a motion or question of privilege to go into executive session. The Chair shall determine which non-members shall participate in the executive session if the motion is approved by the members.
11. OPEN FORUM – Topics presented during open forum will be addressed with a defined time limitation to determine what action is required by Senate to address the topic identified; it is the responsibility of the Chair to direct topics identified to the Executive Committee or an appropriate Standing Committee

of the Senate for further deliberation and possible preparation of a recommendation or motion to be presented to the Senate at a future meeting.

These standing rules of the Faculty Senate were revised and approved July 2019