



September 12, 2025

Dear New and Returning Faculty Senators:

Welcome to the 2024 to 2025 Faculty Senate. Please find time to read this orientation material. It is important to your performance as a Senator and is designed to create a common understanding of:

- how the various facets of the Faculty Senate work,
- what kinds of legislation are considered by the Faculty Senate and its Executive Committee,
- the basics of parliamentary procedure.

I hope you find this material helpful as you begin your work this year on the Faculty Senate. If you have any questions or would like more information on any topic, please do not hesitate to contact me directly at lori.jervis@ou.edu or through the Senate's Administrative Manager, Ann Seely, at FacSen@ou.edu.

I look forward to seeing you at the first Faculty Senate meeting on September 16th and working with you this year.

Sincerely,

A handwritten signature in black ink that reads 'Lori L. Jervis'.

Lori L. Jervis
Chair, Faculty Senate

2024 to 2025 New Senator Orientation Guide

2024 to 2025 Schedule of Faculty Senate Meetings

September 16, 2024
 October 14, 2024
 November 11, 2024 (via Zoom)
 December 9, 2024
 January: No Senate Meeting
 Shared Governance Reception date January 27, 2025
 February 10, 2025
 March 10, 2025
 April 14, 2025
 May 12, 2025

Senate meetings are held at the Thurman J White Forum Building in Conference Room B unless otherwise noted. Forum parking passes will be sent with meeting materials prior to the meeting. Please be sure to display to avoid ticketing.

2024 to 2025 Faculty Senate Executive Committee

Title	FSEC Member Name	E-mail
Chair	Lori Jervis	lori.jervis@ou.edu
Chair-elect	Sarah Robbins	srobbins@ou.edu
Secretary	Stephanie Burge	sburge@ou.edu
At-large member	Kimberly Marshall	kjm@ou.edu
At-large member	Darren Purcell	DPurcell@ou.edu
At-large member	Chris Weaver	CWeaver@ou.edu
At-large member	Matt Wood	Ms_wood@ou.edu
FCBC Chair	Rebecca Loraamm	Rlorraamm@ou.edu
FWC Co-Chair	Janet Wickersham	jwickersham@ou.edu
FWC Co-Chair	Sarah Breen	sabreen@ou.edu
FDEIC Co-Chair	Shannon Bert	bert@ou.edu
Past Chair 2023-2024	Hunter Heyck	hheyck@ou.edu
Past Chair 2022-2023	Dave Hambright	dhambright@ou.edu
Past Chair 2021-2022	Keri Kornelson	kkornelson@ou.edu

Overview of the Faculty Senate

Representative governance at the University of Oklahoma began in 1942, when OU President Joseph A. Brandt called to order the first session of the University Senate. He believed that it would "do much to create a more wholesome democratic feeling on the part of the faculty and that they will have a larger part in determining policies of the University."

The Faculty Senate exercises the legislative powers of the faculty of the University as delegated by the Regular Faculty. It has the power to initiate any legislation requiring the Board of Regents' approval in accordance with the provisions of the University Constitution. It is responsible to the Regular Faculty for all action taken on its behalf and may establish procedures to review the various functions of the University and any matter affecting the welfare of the University.

The Regular Faculty of the University is composed of all faculty members with tenure-track, tenured, and renewable term appointments at the rank of assistant professor, associate professor, and professor and does not include faculty with temporary appointments or instructors. The Faculty Senate is its chief governing body, and Senators are representatives of the OU-Norman Campus faculty. The Faculty Senate Executive Committee (FSEC) is the executive committee of the Faculty Senate, and the officers of the Faculty Senate are the Chair, Chair-Elect, and Secretary.

Shared governance is a set of practices under which faculty, staff, and students participate in significant decisions concerning the operation of their institutions. Ideally, academic decisions should be largely independent of short-term managerial and political considerations. Faculty members are in the best position to shape and implement curriculum and research policy, and to select academic colleagues and judge their work. Their perspective is invaluable in making sound decisions about allocating resources, setting goals, choosing top officers, and guiding student life.

Importance of the Faculty Senate to Shared Governance

An effective Faculty Senate is focused on the long-term interests of the University, not the short-term interests of individual faculty. The Faculty Senate needs good working relationships with administration to be effective, but also must be independent of it. The Faculty Senate is most effective when its recommendations are clear and reasonable.

The Faculty Senate provides a liaison relationship with the University President as well as the faculty of the OU Health Sciences Center (OUHS). The Senate deals with broad issues that involve the faculty and is a voice for all faculty.

Composition of the Faculty Senate

The Faculty Senate consists of fifty members of the Regular Faculty. Senators are elected to three-year terms in the degree recommending divisions of the University and may serve consecutive terms. The electors consist of members of the Regular Faculty, and full-time administrative personnel above the department level are excluded from Senate elections. The Senate is re-apportioned every three years. It also includes:

- Non-voting representatives of the Graduate College, the Student Government Association, the Staff Senate, and the Provost.
- The Chair-elect of the Senate is also an ex-officio non-voting member of the Senate.

Liaison with the University President

Each academic year, the President of the University presents to the Faculty Senate a general message on the state of the University, in which he gives recommendations for the furtherance of the progress of the University. The President, after receiving a Senate action, informs the Senate by written message of his or her disposition of the measure. If disapproving the measure, the President, in writing, gives the Senate reasons for the action.

University councils and committees are utilized by the President in the development of policies on matters of vital interest to the University community. These areas include teaching, research and creative/scholarly activity, professional and University service and public outreach, libraries, budgetary planning, faculty personnel, University relations, University community, athletics, University operations, and University projects. The Faculty Senate makes appointments to these University councils and committees. The Senate also provides a list of nominees from which the President may make his appointments for the coming year.

Liaison with the Faculty of the OU-Health Sciences Center

The Faculty Senate (Norman Campus) maintains a liaison with the Faculty Senate of OU's Health Sciences Center and through an Inter-Senate Liaison Committee composed of the Chairs, Chairs-Elect, and the Secretaries of the two senates. They typically meet once per year in the to exchange information among the senates on concerns and actions of mutual interest and to recommend actions to the respective bodies on each campus.

Faculty Senate Meetings

The Senate regularly meets on the second Monday of each month of the academic year. The Senate may also meet on call of the Chair, the Chair-Elect, or in response to a petition signed by five Senate members and presented to the Secretary. A majority of the Senate's members shall constitute a quorum.

Senators assume their duties in September and may only miss *three regular meetings* within the academic year. **A fourth absence leads to removal from the Senate.** A sign-in sheet is available at each meeting, and senators typically receive notification by email after the second and third absence. Senators that go on leave for any reason, including sabbatical, should be replaced by their college.

Meetings of the Senate are regularly open to attendance by all members of the university community and representatives of the press. However, the Senate may go into executive session by a majority vote of the members present. Only Senators may speak at a meeting without permission from the Chair. A person who is not a member of the Senate may speak only by invitation or permission of the Senate. Requests from non-members to speak should be addressed to the Chair in writing.

At the beginning of each academic year, the Faculty Senate Executive Committee elects a member of the Senate to serve as the Parliamentarian at all meetings of the Senate, as well as the General Faculty meetings (if any), during that year.

Senators' Responsibilities

Senators provide a direct relationship between the Faculty Senate and all academic units and are the voice for the faculty of their department or college in the Senate. Senators should have a regular place on the departmental or college meeting agenda and should engage colleagues in discussion about the issues that the Senate addresses. They should solicit concerns and input from their colleagues, including those outside of their departments, that could be brought back to the Faculty Senate. Senators should encourage their colleagues to identify new issues of importance to the faculty.

Senators should make every effort to attend all regularly scheduled and special Senate meetings. They should familiarize themselves with the [Faculty Senate's charter and by-laws](#). Before each Senate meeting, Senators should prepare by reviewing the agenda and reading all supplementary materials. They should present the issues on the Senate agenda to their colleagues at their department meeting and solicit input. At the Senate meeting, they should be prepared to ask questions and participate in debate.

Issues addressed by the Faculty Senate

The Faculty Senate does not address individual issues unless they are of interest to the whole faculty; it focuses on broad issues like benefits, IT, the library, etc. The Senate may initiate legislation to recommend or review changes in the faculty policies sections of the *Faculty Handbook*. The types of issues addressed by the Senate in the past include faculty salaries and benefits, retirement funds, retiree health benefits, the University grading scale, concealed weapons on campus, and the process for post tenure review.

There are several ways that items get onto the Faculty Senate meeting agenda: (1) A senator may submit an item to the Secretary or Chair of the Senate. (2) A university committee, council, or board may submit an item to the Secretary or Chair of the Senate. (3) Any individual may raise an issue with the Faculty Senate Executive Committee.

During the Senate meeting, all agenda items are open for discussion by any Faculty Senate member present, and only senators may make motions and vote. An issue may be raised during the new business period at the end of the meeting. However, typically no action may be taken unless an item is on the formal agenda. There is usually a 1-month lag between when an issue is presented and when the Senate votes, so that Senators can get input from their colleagues. A typical order of business for a Senate meeting is:

- Determination of a Quorum
- Call to Order
- Approval of the Minutes of the Previous Meeting
- Questions Regarding the Chair's Report
- Announcements
- Invited Presentations, if applicable
- Items for Discussion
- Items for Approval
- Any Other Unfinished Business
- New Business
- Adjournment

[Robert's Rules of Order, newly revised 12th edition](#), governs the proceedings of the Faculty Senate. Senators will be more effective if they are familiar with those rules. This guide contains an overview of parliamentary procedure as an appendix.

Schedule of Senate Meetings

Senate meetings are held at 3:30 p.m. on the second Mondays (unless there is a holiday conflict) of the month in Thurman J White Forum Building. In the event of a campus closure, they may also be held via Zoom. The dates for this year are listed on page 1 of this guide.

Faculty Senate Standing Committees

Faculty Senate Executive Committee (FSEC): ten members (Chair, Chair-elect, and Secretary from the Faculty Senate; Chair of the Faculty Welfare Committee; Chair of the Committee on Faculty Compensation and Benefits; Chair of the Faculty Diversity, Equity, and Inclusion Committee and four at-large members). The at-large members serve 2-year terms. Two rotate off each year. The Chairs of University councils are ex-officio, nonvoting members. The three immediate past Chairs of the Faculty Senate are also ex-officio nonvoting members. In the case of committees with co-chairs, only one vote is permitted/counted.

Small Executive Committee:

The membership of the Small FSEC includes those members listed on page 2 of this document.

Issues are brought to the Senate's Small Executive Committee, which decides whether to present it to the full Faculty Senate. The Small FSEC typically meets a week prior to the Faculty Senate to set the agenda for the Senate meeting. The Provost meets with the Small FSEC once a month, typically on the third Monday of the month. The Small FSEC also meets with the President monthly and meets to collaborate with the executive committees of the OUHS Faculty Senate once a year.

Large Executive Committee (includes Council Chairs):

The Membership of the Large FSEC includes the Small FSEC members plus the Tulsa faculty liaison and Chairs of these University councils:

- Academic Programs
- Athletics
- Budget
- Continuing Education
- Faculty Awards & Honors
- Information Technology
- Research

The Large FSEC meets once per semester to allow the chairs from the University councils to discuss their activities. This provides an opportunity to learn about areas where the entire Faculty Senate may need or want to become involved. Council chairs submit an annual report at the end of the academic year to the Senate. A compilation of those reports is made and posted on the Senate website and emailed to Senators and University Administration.

Committee on Committees (CoC): This Committee consists of five members, chaired by the Faculty Senate Chair-elect. Members must have been faculty at OU for at least 5 years and be tenured. The CoC meets as needed to fill vacancies due to sabbatical, retirement, etc. and to make recommendations for Senate appointments to councils and committees for the following academic year.

Faculty Welfare Committee (FWC): Five members with one being elected as Chair. Responsible to the faculty for policy review and recommendations on questions of tenure, faculty evaluations, professional conduct, promotion, and working conditions.

Faculty Compensation & Benefits Committee (FCBC): Seven members with one being elected as Chair. Responsible to the Faculty Senate for reviewing and recommending policy on questions related to the economic welfare of the faculty, including fringe benefits.

Faculty Diversity, Equity, & Inclusion Committee (FDEIC): Seven members with one being elected as Chair. Responsible to the Faculty Senate for reviewing and recommending university policy and practice on issues related to faculty diversity, equity, and inclusion.

Special Committees: Created as needed. For example, there is an ad hoc committee on reapportionment created every three years.

Faculty Senate Communication

Email

The Faculty Senate Office maintains an email distribution list in Outlook of current Senate members that is used when communications need to go out to all Senators. Typically, these emails will come from the Faculty Senate email address of facsen@ou.edu.

Contact information for the Senate Officers and Executive Committee members is given on page 1 of this guide. Email addresses for the Senators are given on page 2 of this guide. The email address for the Senate's Administrative Manager, Ann Seely, is aseely@ou.edu.

Faculty Senate Website

The Faculty Senate web address is <https://www.ou.edu/facultysenate>. There you will find the membership of the Senate, the charter and by-laws, historical information about the Senate, a list of faculty members appointed to university councils and committees, the agenda for the next Senate meeting, as well as an archive of meeting minutes. For convenience, there are also links to the Provost's website for the *Faculty Handbook* and Tenure & Promotion procedures.

Facebook

The Faculty Senate maintains a Facebook page at <http://www.facebook.com/OUFacultySenate>. It is opt-in, so if you would like to receive updates from this page, please "Like" it on Facebook. The Administrative Manager typically posts meeting reminders, links to the meeting agenda and minutes, and notifications of on-campus activities and events to this page.

In-Person Communication

The Faculty Senate is located on the second floor of The Old Chem Building Room #207.

The mailing/street address is:

Faculty Senate (Norman Campus) The
University of Oklahoma
620 Parrington Oval, Old Chem Building, #207
Norman, OK 73019

You can also reach the Senate by phone at (405) 325-6789 or by email at facsen@ou.edu. Note: Due to the many responsibilities of our one-person office, it is necessary from time to time to be closed during our regular hours of operation for meetings and other business. Please email or call the Faculty Senate Office before making a special trip to ensure we will be here to assist you.

Other Faculty Senate Information

Interaction with University and campus councils and committees: The Senate website lists faculty membership on University councils and committees at <https://www.ou.edu/facultysenate/committees-and-councils>. University councils and committees may bring issues and recommendations to the Senate. Senators should consider volunteering for University councils and committees when the call goes out during the spring semester.

Ed Cline Faculty Development Awards: The faculty development fund was created by President Boren to provide support to enhance the professional development of the faculty. It is named after Dr. Edward T. Cline (Mathematics), who was Chair of the Faculty Senate in 2002-03. The fund makes awards of up to \$2,500 to provide support for all aspects of a faculty member's mission, including teaching. This differs from the charge of the Research Council, which supports only research/creative activities. Proposals should have a clear connection to the faculty member's professional development as opposed to contributing to the general well-being of their academic unit. All faculty members at the rank of assistant professor and above are invited to submit applications to the Faculty Senate for the Ed Cline Faculty Development Awards. The request for proposals typically goes out in October. Proposals are due in mid-December, and awards are made in February.

Recent Faculty Senate Accomplishments

- Creation of the PAPBAC (President's Academic Program and Budget Advisory Committee) to review and provide faculty input to the administration on budget decisions that affect academic units (2018-19)
- Recharging the PAPBAC to work on the University's Strategic Plan (2019-20)
- Competitive elections for Executive Committee (2017-18)
- Faculty Raise Program (2018-19)
- Advocacy for faculty during the Presidential searches and transitions (2017-19)
- Increased promotion raises for faculty (2014-15)
- Established the Faculty Diversity, Equality, & Inclusion Committee (2016-17)
- Faculty can now run for office in partisan elections (2018-19)
- Evaluating faculty awards nomination and selection process (2016-19)
- Resolution in favor of open and transparent internal searches and other pathways to leadership (2020)
- Resolution in favor of more recognition of faculty service and better evaluation of service (2021)
- Improved communication from administration about budget issues
- Post Tenure Review Process updated (2023 – 2024)
- Faculty Appeals Board process updated (2023 to 2024)

ROBERT'S RULES OF ORDER CHEAT SHEET

COMMON ACTIONS	CLASS	YOU SAY...	INTERRUPT SPEAKER	MUST BE SECONDED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
Propose a motion (Main motion)	M	"I move to..."	No	Yes	Yes	Yes	Majority	Yes
Postpone indefinitely (Kills a motion under debate.)	S	"I move to postpone the question indefinitely."	No	Yes	Yes	No	Majority	Affirmative vote only
Amend a motion (The assembly must agree to amend the motion and then agree on the amendment before the amendment can be the main motion.)	S	"I move to amend the motion by..."	No	Yes	If motion to be amended is debatable	Yes	Majority	Yes
Commit or refer	S	"I move to commit/refer the matter to a committee..."	No	Yes	Yes	Yes	Majority	If committee has not begun consideration of the question
Postpone definitely (Question is put off until an expressed time.)	S	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority	Yes
Debate, Limit or extend (Give a reasonable length of time for consideration of the question.)	S	"I move to limit discussion to two minutes per speaker."	No	Yes	No	Yes	2/3	Yes
Debate, Close (Previous question: immediately closes debate and brings the assembly to vote on motion.)	S	"I move the previous question"	No	Yes	No	No	2/3	Yes
Lay on the table (Interrupts the current business to introduce urgent business immediately.)	S	"I move that the motion be laid on the table."	No	Yes	No	No	Majority	Negative vote only
Call for the orders of the day (Demand to take up the proper business in order.)	P	"I move for the orders of the day."	Yes	No	No	No	Must be enforced on demand of one member unless set aside by a 2/3 vote	No
Raise a question of privilege (Permits an urgent motion dealing with the rights and privilege of the members - e.g. complain about noise, room)	P	"Point of privilege!"	Yes	No, but if raised as a motion, then must be	No	No	Chair Decides	No

COMMON ACTIONS	CLASS	YOU SAY...	INTERRUPT SPEAKER	MUST BE SECONDED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
temp., intro of a confidential subject, etc.)				seconded				
Recess, if moved while business is pending (Gives the assembly a short break.)	P	"I move for a recess until..."	No	Yes	No	Yes	Majority	No
Adjourn (Closes the meeting.)	P	"I move to adjourn"	No	Yes	No	No	Majority	No
Fix the time to adjourn (Sets the time for the meeting to end.)	M	"I move to fix the time to adjourn at..."	No	Yes	Yes	Yes	Majority	Yes
Point of order (Meeting is not following proper rules.)	I	"I rise to a point of order," or "Point of order!"	Yes	No	No	No	Chair	No
Appeal (Overrule the chair's ruling.)	I	"I appeal from the decision of the chair."	Yes	Yes	Yes	No	Majority	Yes
Suspend the rules (Rules of order)	I	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3	No
Objection to consideration of a question (Avoids a main motion if the assembly agrees that the motion should have never come before it.)	I	"I object to the consideration of the question."	Yes	No	No	No	2/3	Negative vote only
Division of a question (Separates different parts of a motion that can stand on their own.)	I	"I move to divide the question"	No	Yes	No	Yes	Majority	No
Division of the assembly (Requires the chair to take a vote by each member rising to give her/his vote.)	I	"Division!"	Yes	No	No	No	Demand of single member compels Division	No
Parliamentary inquiry (Question on parliamentary procedure or the organization's rules to the chair.)	I	"A parliamentary inquiry, please."	Yes	No	No	No	Not voted on, but is responded by the chair	NA
Point of information (Request information from the chair about the matter at hand, need not be seconded.)	I	Without recognition, "Point of information."	Yes	No	No	No	No	No
Request for permission to withdraw or modify a motion	I	"I request for permission to withdraw/modify the	If not granted by	Yes, if motion is	No	No	Majority	As to withdrawal,

COMMON ACTIONS	CLASS	YOU SAY...	INTERRUPT SPEAKER	MUST BE SECONDED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
(Asks the chair for permission to withdraw or modify a motion already stated by the chair.)		motion ..."	unanimous consent, can be moved by person requesting permission, or by another while the former has the floor	made by person requesting permission; no if, made by another member				negative vote only, as to modification, yes
Take from the table (Takes up a motion or an order of business that was earlier laid on the table.)	B	"I move to take from the table ..."	No	Yes	No	No	Majority	No
Rescind (Takes back a main motion, amendment, bylaw, section, or paragraph that was presented and adopted.)	M/B	"I move to rescind the motion relating to ..."	No	Yes	Yes	Yes	Majority	Negative vote only
Amend something previously adopted (Modifies a motion, amendment, bylaw, section, or paragraph that was presented and adopted.)	M/B	"I move to amend ..."	No	Yes	Yes	Yes	Majority	Negative vote only
Reconsider (Assembly to reconsider a motion that was adopted <i>earlier that day</i> , but new information or a changed situation makes it appear that a different result might reflect the true will of the assembly.)	B	"I move that we now (or later) reconsider our action relative to..." Note: motion can only be made by member who voted on the winning side (be it for/against) and must be made on the same day action was taken.	Yes, when another has been assigned the floor, but not after they have begun to speak	Yes	Only if original motion was debatable	No	Majority	No

Key to classification symbols:

- M Main motion: brings a question to the assembly for debate and action.
- S Subsidiary motions: deal with the original main motion.
- P Privileged motions: do not relate to any business but take precedence over everything else in the assembly.
- I Incidental motions: deal with the procedure of the assembly at which point they take precedence over any other pending motions. These motions must be decided before business can continue.
- B Motions that bring a question again before the assembly.
- M/B Incidental main motions classed with motions that bring a question again before the assembly.

Table of Rules Relating to Motions was extracted from the [Robert's Rules of Order Newly Revised \(RONR\) 12th Edition](#). Table above is NOT inclusive of all motions.

PROCEDURE FOR HANDLING MAIN MOTIONS

1. Obtaining and Assigning the Floor

- 1.1. Member raises hand when no one else has the floor.
- 1.2. The chair recognizes the member by name or title.

2. How the Motion Gets Before the Assembly

- 2.1. The member makes the motion after obtaining the floor by saying, "*I move that (or to) ...*" and they clearly describes the proposal. After making the motion, member immediately takes seat.
- 2.2. When a member has made a main motion, another member must second to be considered by the assembly by calling out, "Second!"
- 2.3. When a motion has been moved and seconded, the chair then states the question on the motion by saying, "*It was moved and seconded that ...*" and then repeats the exact words of the motion made.

3. Consideration of the Motion

- 3.1. When a main motion has been stated by the chair, it is said to be "*on the floor*" and can be debated for action.
- 3.2. Right after stating the question, the chair usually acknowledges the maker of the motion to see if they wishes to be assigned the floor.
- 3.3. Before speaking in debate, members must obtain the floor as designated by the chair.
- 3.4. Debate is held on the merits of the question – whether the proposed action should be taken or not. See the Rules for Debate below.
- 3.5. During debate, other motions, as listed in the cheat sheet, may be made.

4. The Chair "Puts" the Question

- 4.1. When no one seeks the floor for debate, the chair may ask, "*Are you ready for the question?*"
- 4.2. The, if no one else seeks the floor for further debate, the chair says, "*The question is on the adoption of the motion that ...*"
- 4.3. The chair then gives direction for the assembly to vote on the motion, most commonly by voice vote. The chair says, "*Those in favor of the motion say, 'aye.'* (Pause for responses.) *Those opposed, say 'no.'* (Pause for responses.) *Those abstained, say 'aye.'*"

5. The Chair Announces the Result of the vote

- 5.1. Reports which side "has it";
- 5.2. Declares that the motion is either adopted or lost; and
- 5.3. Indicates the effect of the vote, if necessary.
- 5.4. For example: the chair says, "*The ayes/noes have it, the motion is adopted/fails, and (indicates the effect of the vote).*"

6. Unanimous Consent

- 6.1. When there seems to be 'no opposition,' unanimous consent may be used to adopt or take some action without the necessity of having the chair state the question on a motion and put it to a vote.
- 6.2. The chair asks the assembly if there is any objection to taking the desired action, if no objections, the chair declares that the action has been agreed

- to.
- 6.3. If any objections are expressed, the chair must then state the question on the motion and follow the formal process for handling a motion.

NOTE: There should be no debate on any matter without a motion being on the floor.

THE RULES FOR DEBATE

1. Preference in Recognition to Debate:

- 1.1. The chair designates/recognizes the speaker.
- 1.2. Members must wait until another member who is speaking finishes.
- 1.3. Exceptions to the rule –
 - 1.3.1. Make of the motion has a one-time right to preference in speaking about the motion; normally they is the first to speak after the chair states the question.
 - 1.3.2. A member who has not yet spoken on a motion has preference over anyone who has already spoken on the motion.
 - 1.3.3. The chair should try to alternate between speakers who favor and those who oppose a motion.

2. Stick to the Subject: debate should be held on the merits of the question – whether the proposed action should be taken or not.

3. Debate Issues, Not Personalities: under no circumstance can a member attack or question the motives of another member.

EXECUTIVE SESSION

1. A motion to go into (or out of) executive session is a *question of privilege* and is adopted by a majority vote.
2. Only members of the assembly that is meeting, special guests, and designated staff as the body can remain in the meeting (as designated by the assembly).
3. The assembly may lift secrecy of action taken in an executive session by adopting a motion to do so, which is a motion to *Amend Something Previously Adopted* (see further details in cheat sheet above).
4. Approval of minutes of an executive session must be held only in executive session, unless what was reported in the minutes is not secret.

For additional RONR resources, see [RONR FAQs](#) for commonly asked questions.