

Resources for Special Meetings of the Representative Assembly Davis Division of the Academic Senate

Table of Contents:

1. Possible Actions for Representative Assembly
2. Robert's Rules of Order (governs official order and conduct during meetings)
3. Relevant Davis Division Bylaws
4. Advice and Resources from the Committee on Elections, Rules, and Jurisdiction (CERJ)

1. Possible Actions for Representative Assembly:

- The Representative Assembly has the following options for initiating action:
 - Issuing a formal position: The Representative Assembly may adopt a resolution in order to communicate a position of the Academic Senate to the campus and/or UC leadership.
 - Appointing a Special Committee to review matters that fall within Academic Senate purview: The Representative Assembly may vote to appoint a special committee to review matters it believes fall within the purview of the Academic Senate.
 - Note: Special Committees are formed for a specific task and given a time period during which the special committee will function.

2. Rules of Order:

- [Davis Division Bylaw 170](#)
 - The rules contained in Robert's Rules of Order shall govern the Division in all cases to which they are applicable.
- [Davis Division 36 \(A\)](#)
 - **Speaking from the Floor/Privilege of the Floor** All voting members of the Academic Senate (and others, on the ruling of the Chair) shall have the privilege of attendance and the privilege of the floor at meetings of the Representative Assembly, but only members of the Representative Assembly may make or second motions or vote. However, the chair (or his or her designated representative) of a standing or special committee of the Division may move or second action on reports of this committee.
- **How a Motion Is Brought Before the Assembly** The three steps by which a motion is normally brought before the assembly are as follows:
 1. A member of the Assembly *makes* the motion. A person is said to “make a motion,” but he/she uses the word “move” when he/she does so.

- **Making a Motion** To make a main motion, a member must obtain the floor, when no other question is pending and when business of the kind represented by the motion is in order. The member then makes his/her motion by saying, “I move that...” For more important or complex questions, or when greater formality is desired, he/she presents the motion in the form of a *resolution*.
2. Another member *seconds* the motion.
 - **Seconding a motion** After a motion has been made, another member who wishes it to be considered says, “I second the motion,” or “I second it,” or “Second” without obtaining the floor.
 3. The Chair *states the question* on the motion. (The step of stating the question on the motion should not be confused with *putting the question*, which takes place later and means putting the motion to a vote.)
 - **Stating the Question** When a motion that is in order has been made and seconded, the chair formally places it before the assembly by stating the question; that is, he/she states the exact motion and indicates that it is open to debate. The basic form used by the chair in stating the question on an ordinary motion is, “It is moved and seconded that... [repeat the motion].” The Chair then normally turns toward the maker of the motion to see if he/she wishes to be assigned the floor.
 - Neither the making nor the seconding of a motion places it before the assembly; only the Chair can do that, by the third step above (stating the question). When the Chair has stated the question, the motion is *pending*, that is, “on the floor.” It is then open to debate.
- **Debate on a Motion** Until a matter has been brought before the assembly in the form of a motion proposing a specific action, it cannot be debated. Once a motion has been brought before the assembly, debate takes place. Robert’s Rules of Order allows the following procedures:
 1. A time-limit on debate or the previous question (“calling the question”) may be moved and seconded by members of the Assembly, and if approved by a two-thirds majority shall limit or end debate on a motion, respectively.

2. Voting by ballot (“secret ballot”) may be moved and seconded by members of the Assembly, and if approved by a majority, voting shall be by ballot.
 - **Resolutions** Resolutions may be moved or seconded only by members of the Assembly, according to Bylaw 36(A).
 - **Voting** The Davis Division Representative Assembly uses voting cards to count votes during the meeting. Each member is given a voting card when he/she signs in before entering the meeting room. The Chair will call for the vote by saying “*Those in favor of the motion raise your voters’ cards.*” The voting cards will then be counted by Academic Senate Office staff and recorded. “*Those opposed; raise your voters’ cards.*” The voting cards will then be counted by the Academic Senate Office staff and recorded.
 - **Majority Vote (also known as Simple Majority)** The basic requirement for approval of an action by the assembly, except where a rule provides otherwise, is a *majority vote* of more than half of the vote cast by members entitled to vote.
 - **Secret Ballot** Voting by ballot (slips of paper on which the voter marks his/her vote) is used when secrecy of the members’ votes is desired. A secret ballot can be ordered by a majority vote of the members entitled to vote. A secret ballot can consist of a small slip of paper on which the voter writes his/her choice in a manner directed by the Chair.

3. Relevant Davis Division Bylaws:

- [Bylaw 17: Ballots on Issues](#)
 - An issue may be submitted for a ballot of the members of the Davis Division of the Academic Senate at the request of the UC President or UC Academic Senate, Chancellor, Divisional Chair with consent from the Executive Council, the Executive Council, the Representative Assembly adopted during a duly appointed member or by written petition of 50 voting members of the Division.
- [Bylaw 34\(A\): Representative Assembly Membership](#)
 - The Divisional Representative Assembly shall consist of the following members ex officio: The President of the University; the Chief Campus Officer at Davis; the Chair, Vice Chair, and Secretary of the Davis Division, each of whom shall serve in the same capacity as an officer of the Representative Assembly; the elected and first alternate members of the University Assembly; the chair of each Faculty of a college or school at Davis; one Departmental Representative for each academic department (or equivalent administrative unit) composed of 13 or more voting members of the Davis Division; and one Committee Representative of each standing committee of the Davis Division.

- [Bylaw 36: Conduct of Meetings](#)
 - Non-members of the assembly may not propose motions.
 - How can one speak? One must be recognized by the Chair.
 - As for time limits, a 2/3 majority can limit the time for speaking. (This can be obtained by asking if there is any objection, with none being heard.) The default time in Robert's Rules of Order is ten minutes. Except under special conditions, the speaker may not speak again until all others who wish to speak have done so.
- [Bylaw 165: Order of Business at Special Meetings](#)
 - The order of business at special meetings of the Representative Assembly of the Davis Division shall be as follows:
 - Minutes. The reading of the minutes at any special meeting may be dispensed with by a two-thirds vote of the voting members present.
 - The special business for which the meeting was called.
 - Any other business that the Representative Assembly may, by the unanimous consent of the voting members present, decide to take up.

4. Advice and Resources from the Committee on Elections, Rules, and Jurisdiction (CERJ):

- [January 4, 2012: Ballots on Issues – Multiple Issues per Ballot](#)
- [April 2, 2012: Voting Procedures for Ballots on Issues](#)
- [May 7, 2012: Rules on Special Meeting of the Representative Assembly](#)
- [November, 2012: Davis Division Representative Assembly Parliamentarian Guidelines \(Full Resource\)](#)