

### Faculty Senate Question Time

The Bylaws of the Faculty Senate set forth that there is a specific section of the agenda for question time:

Bylaws 2.4.9. "Question time. At this time the university administration will respond to written questions submitted in advance through the Executive Committee."

The process for submitting those questions is through the Executive Committee as stated in the bylaw below:

Bylaws 5.2.1.2.2. "Receive written questions, for response by the campus administration, from any member of the Voting Faculty and continuing lecturers. The Executive Committee shall ensure that these questions are routed to the appropriate university office, and shall place the text of each question on the agenda of the following meeting of the Senate or the next Faculty Assembly or Convocation, whichever is first."

In the process of receiving the questions the Executive Committee uses several criteria to determine if questions should be placed on the next senate agenda or returned to the submitter for re-writing or later re-submission. If a question is returned to the submitter a clear explanation for that return will be given.

Reasons that a question may be returned for re-writing or resubmission:

**Tone.** According to Roberts Rules of Order Newly Revised (11<sup>th</sup> edition): "Speakers must address their remarks to the chair, maintain a courteous tone, and—especially in reference to any divergence of opinion—should avoid injecting a personal note into debate. To this end, they must never attack or make any allusion to the motives of members. (Section II The Conduct of Business in a Deliberative Assembly, Sub-Section Part 4 the Handling of a Motion, Sub Section Debate on the Question p. 43)

By that standard, questions that do not maintain a courteous tone, are personal, or attack the motives of members of the senate will be returned to the submitter to be edited and may be resubmitted for inclusion in a future senate meeting.

**Grouping of questions.** If the Executive Committee feels that a question is substantially similar to another question they may group the questions, including the full text of both questions, and send them to the administration to answer as one question.

**Timing.** At times a question may be sent back to the submitter because the information needed to answer the question is not available yet or because more time is needed to evaluate the potential answer. In this case the explanation given will ask the submitter to re-submit at a later date.

**Questions not governed by 2.4.9.** As stated in the bylaws, questions should be for the campus administration. Questions directed to any other body would need to be introduced in the new business portion of the agenda in the form of a motion or resolution, or in general good and welfare.

Any question that has been returned to the submitter may be re-submitted at any time and will be considered again.