

# Motion Flow Checklist

(Endorsed by Executive Committee and Standing Committee Chairs on 03-02-06)  
*Committee → University Senate → President → Follow-up*

- ☐ **Standing Committee considers proposal/issue**
  - ☐ Issue is on the standing committee meeting agenda
  - ☐ Documentation of discussions in standing committee meeting minutes
  - ☐ Issue has been fully vetted by the standing committee
  - ☐ Issue receives endorsement/approval of the standing committee
  
- ☐ **Motion form includes:**
  - ☐ Type of Motion (Policy, Resolution, Bylaws Change, Other)
  - ☐ Subject
  - ☐ Standing Committee
  - ☐ Date of endorsement/approval by committee
  - ☐ Motion Statement
  - ☐ Policies impacted (if any)
  
- ☐ **Supporting documents include:**
  - ☐ Relevant background (All supporting documents of the proposal at the committee level)
  - ☐ A summary of the committee deliberation
  - ☐ Committee Vote (Majority/Minority opinions for split votes)
  
- ☐ **Motion form and documentation is submitted to Executive Committee at least 15 calendar days prior to the University Senate Meeting at which considered**
  
- ☐ **Executive Committee sends motion information to University Senators at least 8 calendar days prior to University Senate Meeting**
  
- ☐ **Senate hears committee report on the motion, time for discussion (if any), and vote**
  
- ☐ **Chair of Executive Committee signs the motion form indicating status of the motion and submits motion to President**
  
- ☐ **President approves or vetoes motion and assigns responsibility for implementation**
  
- ☐ **Communication of Disposition (as appropriate)**