Motion Flow Checklist

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)

Proposal Submission Checklist*

Idea initiation → Committee Deliberations → Draft Motion

☐ Statement of Proposal (brief, i.e. at most one paragraph)

☐ Type of proposal

    ○ Policy Recommendation: (Specify exactly one of the following)
        ☐ New Policy
        ☐ Policy Revision (Include a statement of current policy and identify source)

    ○ Information Item

    ○ Concern: (Specify at least one of the following)
        ☐ Expression of concern
        ☐ Proposal for action

    ○ Curriculum Issue (Course, Degree Program Proposal/Deactivation, etc.)

    ○ Other

☐ Supporting Information* (*The purpose of such information is to provide University Senators and members of standing committees context to make informed decisions.*)

    ○ Rationale
        ☐ General description of the significance and value of the proposal
        ☐ Relationship to the University Senate Governing Principles (as appropriate)
        ☐ Illustrative example(s) of consequence(s) of action/inaction

    ○ Relevant background and documentation at all levels (include all that apply)
        ▪ Faculty or staff member initiation
        ▪ Senator initiation or endorsement
        ▪ Departmental initiation or endorsement (letter, meeting minutes, course proposal, syllabi, etc.)
        ▪ School level initiation or endorsement (committee meeting minutes)
        ▪ Initiation or endorsement by administrator/administrative committee

*ALL DOCUMENTS SUBMITTED MUST IDENTIFY AUTHOR(S) AND DATE DRAFTED.