

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)**