

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 10 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)**