

Faculty Senate | **Parliamentarian**

The **Executive Committee (EC)** of the Faculty Senate is the President, Vice President/President Elect, Immediate Past President, Secretary, Treasurer, Provost's Council Representative, University Curriculum Committee (UCC) Representative, Member-at-Large, **Parliamentarian**, and the APSU Board of Trustees Faculty Representative.

Eligibility:

The Parliamentarian is appointed by the Senate president, in consultation with the EC, from among the full-time faculty who are not senators at the beginning of each academic year. It is an *ex-officio* position with a voice but no vote on the Executive Committee.

Role:

The role of the Parliamentarian is to assist the President in conducting orderly and efficient Senate meetings.

Responsibilities:

The primary responsibilities of the Parliamentarian include:

- providing expertise on how meetings should be conducted and interpreting parliamentary rules (*Robert's Rules of Order*) and the Senate's constitution and bylaws.
- ensuring fairness through the rules of procedure so that discussions are fair, motions are handled correctly, and all members have an opportunity to participate.
- maintaining order by helping the Senate president (or presiding officer) keep meetings on time and on track, adhering to rules of decorum.
- serving as a neutral authority, offering advice to the Senate president, members of the EC, and other senators, without taking a side in any debates.

Positional University Committee Assignments:

By virtue of the role, the Senate Parliamentarian may be asked to serve on committees as needed.

Detailed Timeline:

Summer Read and become familiar with the most current version of the:
Constitution of the Faculty Senate of Austin Peay State University
Bylaws of the Faculty Senate of Austin Peay State University

The Faculty Senate conducts business under *Robert's Rules of Order*. Read and become familiar with the most recent version of *Robert's Rules*. It is helpful to have three different versions:

1. Robert's Rules of Order Newly Revised Edition (RONR)
2. Robert's Rules of Order Newly Revised in Brief
3. A quick guide to RONR (SparkChart, QuickStudy, etc.)

Acquire a timer and signs for notifying guests and the Faculty Senate President of time limits for remarks:

- 2 minutes left
- 1 minute left
- Time

Faculty Senate | **Parliamentarian**

- Motion to Extend Time
- Thank you

Fall/Spring Attend each weekly meeting of the Faculty Senate Executive Committee (Thursday afternoons, starting at 1:00 pm)

Prepare for each Faculty Senate meeting by reviewing all “Documents to Review.”

Attend each meeting of the Faculty Senate (the fourth Thursday afternoon of the month, starting at 3:00 pm) to maintain order and efficiency. Bring the following:

- Constitution of the Faculty Senate of Austin Peay State University
- Bylaws of the Faculty Senate of Austin Peay State University
- Robert's Rules of Order Newly Revised Edition (RONR)
- Robert's Rules of Order Newly Revised in Brief
- A quick guide to RONR (SparkChart, QuickStudy, etc.)
- A timer
- Signs for notifying guests and the Faculty Senate President of time limits:
 - 2 minutes left
 - 1 minute left
 - Time
 - Motion to Extend Time
 - Thank you
- Current Roster of Faculty Senate Members
 - by Last Name
 - by Area

Review drafts of the Faculty Senate Meeting Minutes and provide feedback to the EC.