

**BY-LAWS OF THE DEPARTMENT OF
NUTRITION**

Approved September 26, 2018

- 1. Department name & general provisions.** In accordance with Article 12 of the UMass-MSP Collective Bargaining Agreement (CBA), these bylaws have been adopted by a two-thirds majority vote of the faculty of the Department of Nutrition (the “Department”) in the School of Public Health and Health Sciences (the “School”) at the University of Massachusetts Amherst (the “University” or “UMass”). Federal and state laws, UMass Trustee policies (including, but not limited to, T76-081, the Academic Personnel Policy, aka the “Red Book”), the CBA, and other established university policies will prevail in instances of conflict with these bylaws. As required by Article 12, these bylaws are subject to review by the Administration and MSP to ensure that the bylaws do not conflict with prevailing laws, policies, and the CBA; such review must occur before the bylaws or their amendments take effect.

 - 1.1 *Programs.* In addition to its academic programs, the Department of Nutrition also includes the Nutrition Education Program (NEP), which provides nutrition education to individuals receiving or eligible for SNAP benefits and low-income families throughout Massachusetts.
- 2. Faculty membership, rights, privileges, and responsibilities.** The Department’s faculty (the “Faculty”) includes all faculty in the Department without regard to bargaining-unit status, tenure status, or full-time equivalency. All voting members of the Faculty have both the right and duty to participate in governance of the Department, including voting on matters brought before the Faculty, except as specified otherwise below and elsewhere in these bylaws.

 - 2.1 *Non-Unit Faculty.* Non-unit faculty (department chair/head, associate deans, deans, and other non-unit administrators) may not participate as voting members in personnel actions governed by the CBA. Such non-unit faculty members may not serve on Department Personnel Committees and may not participate as members of the Faculty in promotion and tenure cases. Non-unit faculty may participate in other aspects of academic governance (such as curricular decision-making and faculty searches), provided those faculty do not have separate administrative purview over the same matters.
 - 2.2 *Voting Rights.* Except in circumstances as noted below, voting rights for non-personnel matters are extended to all Faculty within the Department, including tenured, tenure-track, research faculty, non-tenure track with a continuing appointment, and professional staff.
 - 2.2 *Duty to Participate in Governance.* Except where an individual has an unavoidable conflict, all members of the Faculty have a responsibility to participate in governance of the Department and in service to the Department, the School, and the University.
 - 2.3 *Rights and Duties of Faculty on Leave.* Faculty on paid leave (including parental leave, sabbatical leave, and sick leave) maintain their rights but not their responsibility during the leave to participate in the governance of the Department. Faculty on unpaid leave will negotiate voting rights and responsibilities with the Chair as part of the terms of their leave.
- 3. Department meetings.**

 - 3.1 *Frequency.* Department meetings will occur at least once per semester and with at least one week’s notice. The Chair may call and convene additional meetings as necessary to address

business of the Department. By petition of at least three members of the Faculty, the Chair will convene additional special meetings to address matters raised by the petitioners.

- 3.2 *Faculty Duty of Participation.* Faculty of the Department are expected to attend general faculty meetings and special meetings.
- 3.3 *Meeting Agendas.* The Chair will publish the agenda for each Department meeting before the meeting.
- 3.4 *Rules of Order.* Upon request of any Faculty, meetings will follow a simplified version of Roberts' Rules of Order in conducting meetings of the Faculty (see Appendix A).
- 3.5 *Quorum.* The Department may meet and act on the business of the Department with a quorum consisting of more than half of the voting Faculty and staff.

Voting. On non-academic matters requiring a vote of all Faculty and staff, except as otherwise specified in these by-laws or under Robert's Rules if in effect, a simple majority vote of those Faculty and staff who are present and eligible to vote will suffice to carry a motion. All votes will be held by secret ballot. Faculty and staff must be present to vote, however, "present" is not limited to physical presence and Faculty and staff may join the meeting via phone, Skype, Facetime, etc. with advance permission of the Chair. In such instances, the Faculty or staff member will designate a physically present Faculty member to record his/her votes.

On academic matters requiring a vote of only Faculty, except as otherwise specified in these bylaws or under Robert's Rules if in effect, a simple majority vote of those Faculty who are present and eligible to vote will suffice to carry a motion. Faculty and staff must be present to vote, however, "present" is not limited to physical presence and Faculty and staff may join the meeting via phone, Skype, Facetime, etc. with advance permission of the Chair. In such instances, the Faculty will designate a physically present Faculty member to record his/her votes.

- 3.6 *Minutes and Recordkeeping.* A member of the Faculty or staff will take minutes on a rotating basis; minutes should be available no later than two weeks after the meeting via BOX or another easily accessible online location. The Department will maintain records of all meetings, including minutes and votes, for at least seven years in order to meet the Academy of Nutrition and Dietetics (ACEND) review accreditation requirements.

4. Standing committees. The Department maintains the following standing committees.

4.1 *Department Personnel Committee (DPC).*

- 4.1.1 DPC Purview. Faculty will annually elect a DPC to perform the functions assigned to it by the CBA, including but not limited to Annual Faculty Reviews (AFR) and Evaluations; recommendations on promotion and tenure applications; recommendations on reappointments; Periodic Multi-Year Review of Faculty (PMYR); Pool A allocations of merit pay among the Department's eligible Faculty as provided for by the CBA; reviewing and making recommendations for anomaly adjustments to salaries as provided for by the CBA; and leading the review process for potential reappointment of the Chair.

- 4.1.2 Composition, Eligibility & Voting. The DPC will consist of at least three Faculty. Specific to the DPC, faculty can consist of tenure-track, research, and non-tenure track faculty. The composition of the DPC will be determined annually, based on the year's upcoming major personnel actions as indicated by the Department Chair. For each major personnel action (promotion and/or tenure) only DPC members at or above the rank of associate professor will have voting rights.
- 4.1.3 Means of Election. At a Department meeting prior to the end of the preceding academic year, the Department Chair will solicit nominations for service on the DPC from September through May of the ensuing academic year and will confirm the nominees' eligibility and willingness to serve. Annual eligibility will be based on upcoming personnel actions, as reported by the Department Chair. All faculty except for non-unit faculty are eligible to vote in electing the DPC.
- 4.1.4 Leadership of the DPC. Once elected, members of the DPC will select their own committee chair.
- 4.1.5 Independence of the DPC. On personnel actions for which the CBA identifies independent roles for the DPC and the Chair—such as AFR reviews, reappointment, promotion, tenure, PMYRs, merit-pay allocations, and anomaly recommendations—the DPC will operate independently. Thus, while the DPC chair or other members of the DPC, as s/he feels necessary, may request consultation about process from the Department Chair, the Chair must not attempt by any means to influence the deliberations or judgment of the members of the DPC.
- 4.1.6 DPC Meetings and Operations. The DPC requires the presence of all DPC members in order to conduct official business related to major personnel actions (promotion and/or tenure). For major DPC actions all faculty on the DPC will participate in the review process and voting will be restricted as defined in section 4.1.2. In voting and in drafting written materials, the DPC may conduct its business electronically. The DPC should keep a record of its meetings and transactions, which the Department should retain for five years and should be available to subsequent DPC members; the DPC need not keep meeting minutes.
- 4.1.7 DPC Responses to the Dean's Queries in Reappointment, Promotion and Tenure (RPT) Cases. Under the CBA and the Red Book, a Dean must notify in writing and consult with the DPC if the Dean is considering making a recommendation that differs from the recommendation of the DPC in reappointment, promotion, and tenure cases for tenure-system Faculty. The DPC must respond in writing.
- 4.1.8 DPC Consideration of Merit Pay. When the CBA authorizes the award of merit pay and authorizes the DPC to recommend or determine the amounts of merit pay to be allocated to individual members of the Faculty, the DPC must adhere to the CBA's terms for eligibility and the basis of evaluation for such allocations. The DPC may not exclude from consideration any merit-eligible member of the Faculty based on tenure status, rank, full-time equivalency, or constraint of assigned duties. To be considered for merit pay in a given academic year, Faculty must have completed a timely submission of an AFR for that year.

4.1.9 No later than October 1 of each year, the Personnel Committee of each department-level unit and the Dean/Director of each college-level unit shall disseminate to the bargaining-unit members within their respective units the principles upon which merit awards will be decided for Pools A and B, respectively.

4.1.10 DPC Consideration of Anomaly Pay. The DPC will follow the Provost and CBA guidelines for determining recommendations regarding faculty eligible for anomaly pay increases.

4.2 *Graduate Program Committee (GPC)*

4.2.1 GPC Composition: This committee will consist of at least three graduate faculty members, including the Graduate Program Director. Eligible faculty may be of any rank, tenure status, and appointment. Leadership of the committee will be determined by committee members.

4.2.2 GPC Duties: Duties include oversight of the graduate program, curriculum and policy development, admissions, and graduate scholarships. Faculty will review applications and make recommendations to the Graduate School.

4.3 *Virginia Beal Lecture Committee*

4.3.1 Composition. This committee will consist of at least three members. Eligible members may be staff or faculty of any rank, tenure status, and appointment. Leadership of the committee will be determined by committee members.

4.3.2 Duties. Duties include selection of speakers, publicity, and coordination of all aspects of the event.

4.4 *Undergraduate Program Committee (UGPC)*

4.4.1 UGPC Composition. This committee will consist of at least three faculty members, including the undergraduate program director and the Commonwealth Honors College (CHC) program director. Eligible faculty may be of any rank, tenure status, and appointment.

4.4.2 UGPC Duties. Duties include undergraduate program oversight including non-honors and CHC, curriculum and policy development, and undergraduate scholarships, as well as the UMass Nutrition Association (UMNA) advisor.

4.5 *Nutrition Department Advisory Committee*

4.5.1 Composition. This committee is chaired by the Dietetic Internship (DI) director and membership includes the undergrad/DPD director, the Department head/chair, preceptors, past interns and members of the DI selection committee.

4.5.2 Duties. The committee meets 1-2 times per year to review accreditation procedures for the department, changes in the department structure and to provide input on Quality

Assurance Improvement (QAI) initiatives deemed to be essential for programs in the department.

4.6 *Other Service Responsibilities Requiring Annual Faculty Participation.* Faculty will be asked to serve on other committees as needed at the Program, Department, School and University levels. Additional service responsibilities may be assigned as needed and determined by the Chair and/or faculty.

4.7 *Departmental Leadership Positions and Committees*

Evaluation of Departmental Leadership shall follow the procedures outlined in Faculty Senate Document No. 82-021 (Evaluation of Academic Administrators).

4.7.1. Selection of Department Chair

[See Senate Document No. 90-029A]

The Dean, after consulting with the Department Personnel Committee (DPC), shall appoint a Search Committee that includes a majority of members from the Department as well as one or more representatives (as mutually determined to be appropriate) of closely related departments, and representation of staff from within the Department. Only faculty from the department shall chair the committee and shall be elected by the Search Committee. The Search Committee presents its recommendation to both the Department and the Dean, and if a majority of the faculty and staff in the department accept the recommendation and the Dean agrees, then the Dean shall proceed with the appointment with the concurrence of the Provost.

If a majority of the Department accepts the recommendation, but the Dean does not, the Dean shall meet with the Department to achieve a resolution. If that fails, the matter shall be referred to the Provost for resolution.

If a majority of the Department rejects the Dean's recommendation, the Dean shall meet with the Department and the Search Committee to try to resolve the matter. If no resolution is achieved, the Dean may re-open the search with the same or a different search committee, in consultation with the DPC. The Dean or DPC can also refer the matter to the Provost for resolution.

4.7.2 Interim Chair

[See Senate Document 90-029C]

Should a vacancy necessitate the appointment of an Interim Chair, the appointing authority shall make such an appointment after consultation with the Department Personnel Committee. The normal term of appointment for an Interim Chair should not exceed one year.

If a search for a permanent Chair is conducted in a timely fashion but does not result in a permanent appointment by the end of one year, the administration may reappoint the

Interim Chair for a second year, or may appoint a new Interim Chair for a year, following the procedure described in Senate Document 90-029C.

4.7.3 Graduate Program Director (GPD)

All graduate faculty are eligible to serve in this position. The GPD will serve for a three year term. The GPD is eligible for one course release per year to reflect the substantial work load associated with this position. All graduate faculty will be invited to submit a brief statement of their vision for and interest in the GPD to the department chair. The GPD will be elected through a full faculty vote, with a simple majority outcome. If no submissions of interest are received the department chair will appoint a GPD in consultation with graduate faculty.

4.7.4. Honors Program Director (HPD)

All faculty are eligible to serve in this position, with preference given to faculty teaching honors courses or otherwise connected to the honors college. The HPD will serve for a three year term. The HPD will be elected through a full faculty vote, with a simple majority outcome. If no submissions of interest are received the department chair will appoint a HPD in consultation with the faculty.

4.7.5 Undergraduate Program Director (UGPD)

This is an appointed position. All faculty are eligible. The UPD will serve for a three year term with continuing appointment. If this position is held by a lecturer who is also the DPD director, the UPD is eligible for a two course release per year. If this position is held by a tenure track faculty or if the UGPD is not the DPD director, the position is eligible for one course release annually.

4.7.6 Didactic Program in Dietetics (DPD) Director

This position must meet the accreditation requirements of the Academy of Nutrition and Dietetics (ACEND). The DPD Director must: have earned a master's degree, be an RDN, have a minimum of three years professional experience post credentialing, be a full-time employee, not direct another ACEND program, and must assure year-round coverage of director responsibilities. Historically, the DPD is part of the Undergraduate Program Director's responsibilities.

4.7.7 Dietetic Internship (DI) Director

This position must meet the accreditation requirements of the Academy of Nutrition and Dietetics (ACEND): The DI Director must: have earned a master's degree, be an RDN, have a minimum of three years professional experience post credentialing, be a full-time employee, not direct another ACEND program and must assure year-round coverage of director responsibilities. Historically, this position also holds the position of Lecturer.

5. Representation by faculty on school- and university-level committees. Faculty may volunteer for, be nominated or may agree to be appointed by the Chair to serve on School- and University-level committees. Service on the following committees, however, is by election as described below.

5.1 *School Personnel Committee (SPC)*. All of the Department's Faculty will annually elect one representative to the SPC to perform the functions assigned to it by the CBA with the

understanding that if the SPC member elected is also on his/her own DPC then she/he may not vote on candidate cases from their own department at the school level.

6. Faculty search committees & procedures. The Department will conduct individual faculty searches as follows.

6.1 *Appointment of Search Committees for Faculty.* When the Provost and/or the Dean have authorized a search for a tenure-system or non-tenure-system faculty member, the Chair will solicit from among the faculty interest in serving on the search committee. The Chair will appoint members of the committee. In selecting members, the Chair will attempt to compose a committee that is representative of the Department, which ensures well-qualified consideration of applicants' credentials, that promotes the achievement of the University's diversity goals, and that will achieve efficient execution of the search. Search committees should include at least one tenure-system faculty. For senior and open-rank searches, the composition of the committee should be weighted toward senior members of the Faculty. Once appointed, members of the search committee will elect their own committee chair.

6.2 *Purview of Search Committees.* Committees charged with conducting searches for tenure-system faculty will follow the "Faculty Search Activities Guide" as defined by the University of Massachusetts Office of the Provost, Office of Equity and Inclusion, and Department of Human Resources (<https://www.umass.edu/diversity/faculty-search>).

6.3 *Access to Confidential Applicant Materials.* The Department will place in a secure online location the application materials of candidates who have been approved for campus interviews. The Department Chair and any Faculty who wish to view applicant materials may do so only after first signing a confidentiality statement and attesting no conflict of interest, as defined in section 6.5, that specifies the following:

- Faculty will not disclose or distribute the contents of such confidential information to anyone outside the Department's Faculty or academic administration.
- Faculty will not disclose or distribute the contents of such confidential information to any of the candidates, including the candidate who may be ultimately employed.
- Faculty will not make a physical (including printed) of any of the materials.
- Faculty will not independently contact any of the parties who have provided confidential references.
- Faculty will abide by university policies in using the information disclosed in the materials. In particular, Faculty will adhere to the university's guidelines on impartiality/objectivity in the university's non-discrimination policy.

Except for applicants' CVs and cover letters, confidential materials for applicants who are invited for on-campus interviews should not be made available to students who have not been appointed to the Search Committee.

6.4 *Role of Faculty in Tenure-System Searches & Selection.* All tenure-system members of the Faculty have a duty to engage in the search and selection process. The Search Committee should give all Department Faculty an opportunity to provide feedback on candidates interviewed on campus.

6.5 *Conflicts of Interest.* A real or perceived conflict of interest between an applicant and a Department Faculty member or any member of the search committee must be disclosed in writing as soon as it is realized and must be managed, mitigated, or eliminated.

Faculty with a conflict of interest resulting from a *personal relationship* with the candidate must recuse themselves from any deliberations involving that particular applicant and is not eligible to cast a vote in regard to the candidate.

Search committee members engaged in a *close professional* relationship with an applicant must recuse themselves from any deliberations involving the applicant but may vote along with other faculty on all applicants.

Search committee members with a *distant* professional relationship with an applicant need not recuse him/herself from the committee's work, may participate in all discussions of that applicant, and may cast a vote on all applicants.

7. **Department Specifications for Reappointment, Promotion, and Tenure (RPT).** All standards and most procedures related to reappointment, promotion, and tenure of Faculty are governed by the CBA and the Red Book. The following additional terms do not alter or interpret those standards and procedures but instead set department-level specifications where the CBA and Red Book permit local control.

7.1 *External Reviews of RPT Cases.*

7.1.1 Personnel Actions Requiring External Reviews. All promotion and all tenure cases for tenure-system faculty require external reviews (as specified in the Red Book and CBA). Reappointments of tenure-system faculty during their probationary periods do not require external reviews. Reappointments and promotions for research faculty require external reviews. Neither reappointments nor promotions for Lecturers require external letters; however, as permitted by the CBA's Article 21, Lecturers may request external reviews.

7.1.2 Non Tenure-Track (Extension Faculty). Promotion assessment criteria for Extension faculty are currently under review by the Center for Agriculture, Food and the Environment (CAFÉ). Once finalized, these guidelines will be used to inform decisions impacting promotion of Extension faculty, who are supported in part by CAFÉ.

7.1.3 Number of External Reviews. The Department Chair will make a good-faith effort to secure for every promotion and/or tenure case that requires external reviews. The Chair may solicit and add to the file any number of reviews from reviewers "close" to the candidate. Such close reviews are especially helpful in cases where the reviewer can describe the candidate's particular contributions to collaborative work.

7.1.4 Identification and Solicitation of External Reviewers. The CBA charges the Chair with soliciting external reviewers and permits the candidate to suggest external reviewers, some or all of whom may be solicited by the Chair. The Chair may consult with the DPC or other members of the Faculty in identifying appropriate external reviewers but may not delegate the solicitation process to others. Similarly, the Chair may receive assistance in describing the "standing" of each external reviewer in the candidate's file, but the Chair is

ultimately responsible for ensuring that that description clearly and completely makes the case for why each external reviewer is well positioned to perform the review; this description should be crafted for academic audiences who are unfamiliar with the pertinent scholarly field.

- 7.1.5 Qualifications of External Reviewers. In general, external reviewers should be well recognized scholars or professionals in the candidate's field. For tenure and promotion to Associate Professor, reviewers should be at the rank of Associate Professor or higher. For promotion to Professor, reviewers should be at the rank of Professor. External reviewers who do not meet these criteria may still be appropriate and acceptable, but in describing the "standing" of such reviewers, the Chair should carefully explain why such reviewers are appropriate for the task of commenting on the candidate's having met the relevant standards.
- 7.1.6 Candidate's Rights Regarding External Reviewers. Before making such solicitations, the Chair must show the solicitation list and solicitation message to the candidate, who may comment on but may not demand changes to the list or message. The list should include some of the external reviewers suggested by the candidate. If the candidate identifies a conflict of interest with any of the proposed reviewers, the Chair should assess whether a true conflict exists and, if one does, should eliminate, mitigate, or manage the conflict.

7.2 *Internal Reviews of RPT Cases.*

- 7.2.1 Identification & Solicitation of UMass Faculty Reviews. The candidate and the Chair may identify potential reviewers internal to UMass Amherst. Internal reviews are not required and should not be regarded as substitutes for external letters. Internal letters may be especially helpful in cases where the reviewer can describe the candidate's particular contributions to collaborations within the Department or across campus. The Chair must individually solicit such internal reviews. In addition, the DPC may request letters for candidates from among UMass faculty and staff. Solicitations can be made via email to faculty listserves.
- 7.2.2 Solicitation of UMass Faculty Reviews. The DPC may request letters for candidates from among UMass faculty and staff. Solicitations can be made via email to faculty listserves.
- 7.2.3 Solicitation of Collaborators. The Chair may request letters of support from a list of collaborators and/ or community partners provided by the candidate.
- 7.2.4 Waiver of Rights of Access to Review Letters. Candidates for RPT may waive or decline to waive their rights of access to internal and external RPT review letters that have been individually solicited. The decision of whether or not to waive those rights belongs exclusively to the candidate, and neither the Chair nor any other member of the Faculty should pressure the candidate to decide one way or another.
- 8. Annual faculty review and SRTI evaluation.** The CBA's Article 33 requires use of the bargained AFR form by every member of the Faculty who is 50% FTE or greater. Bargaining unit faculty whose appointments are less than 50% FTE shall also be evaluated annually using evaluation instruments designated or devised by the Department Chair in consultation with the DPC. Should

any evaluation instrument other than the AFR be devised for such use, the form should be sent to the Provost's office for vetting and sharing with the MSP.

9. Review of the Department Chair. If the Chair expresses an interest in reappointment for another term, the Department's Faculty, led by the DPC, will conduct a review of the Chair during the first semester of the final year of the appointment. The DPC will follow the procedures prescribed by Senate Document No.82-021.

9.1 Self-Evaluation. As an initial step, the Chair will prepare a written self-evaluation of her/his administrative achievements during the current appointment and will provide that document to the Faculty.

9.2 Survey. The DPC will prepare and distribute four confidential surveys: (1) one to departmental staff; (2) one to students within the Department; (3) one to Chairs of Departments within the School and to those outside of the Department who have interacted with the Chair; and (4) one to the Department's Faculty. Each survey will include specific questions regarding overall performance, both administrative, interpersonal, and management of departmental interactions. These surveys will provide space for extended comments. Raw data and summaries of responses to these surveys will be reviewed by the DPC, will be redacted to protect the identities of all respondents, and the summary of the data will be included with the DPC's final report to the dean but will not be available to faculty, staff, or students.

9.3 Listening Sessions with Constituencies. The DPC will offer to meet with employee and student groups to receive confidential assessments of the Chair's performance. Summaries of information gathered in such meetings will be included with the DPC's report to the dean but will not be available to faculty, staff, or students.

9.4 Meeting with the Chair. After data collection is complete, the DPC will invite the Chair to a meeting to discuss the initial findings of the data collection process. The Chair has the right to decline the meeting.

9.5 Draft Report. The DPC will complete and distribute to the Faculty the draft report (excluding raw or other data that could compromise the confidentiality of those contributing to this process), including a summary of findings, an assessment of areas of success and of needed improvement, and a non-binding recommendation regarding whether the Chair should be reappointed. The Chair will read the draft prior to distribution and can comment on accuracy of or suggest edits to the information being presented. The report should limit its assessment to areas within the purview and control of the Chair.

9.6 Concluding Meeting of the Faculty. The DPC will convene a meeting with the Faculty to discuss the draft report and to receive recommendations for revision of the document.

9.7 Final Report. The DPC will finalize the report and submit it to the Chair and the Dean (excluding raw and other confidential data). The Dean may ask to meet with the DPC to discuss the report, but neither the DPC nor the Dean is obliged to meet.

9.8 Chair's Response. The Chair may prepare and submit to the Dean a written response to the final report.

- 10. Implementation of these bylaws.** By at least a two-thirds' majority vote of the Faculty and Staff, these bylaws are adopted and take effect on September 26, 2018. The terms of these bylaws supersede existing policies or practices of the Department and shall remain in effect until amended; modified, or revoked by action of the Department. However, if ongoing processes would be unreasonably disrupted by implementation of these bylaws, individual provisions of these bylaws may be deferred until those processes are complete, provided that such deferral lasts no longer than one year beyond the effective date cited in this section. Deferral of any individual provision in these bylaws will not result in deferral of all other provisions.
- 11. Amendment of these bylaws.** By majority vote, the Faculty and Staff may elect an ad hoc committee to review and propose amendments to these bylaws. Adoption of any such amendments, including their dates of effectiveness, requires a two-thirds vote of the Faculty.

Roberts Rules of Order - Simplified

*Taken from <http://theuniversityfaculty.cornell.edu/meetings/RobertsRulesSimplified.pdf>,
modified by Ken Kleinman*

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A *motion* is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the chair, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

1. You want to bring up a new idea before the group:
 - After recognition by the chair, present your motion. A second is required for the motion to be discussed.
2. You want to change some of the wording in a motion under discussion:
 - After recognition by the president of the board, move to amend by ??? adding words, striking words or striking and inserting words.
3. You like the idea of a motion being discussed, but you need to reword it beyond simple word changes:
 - Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.
4. You want more study and/or investigation given to the idea being discussed:
 - Move to refer to a committee. Try to be specific as to the charge to the committee.
5. You want more time personally to study the proposal being discussed:
 - Move to postpone to a definite time or date.
6. You are tired of the current discussion:
 - Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.
7. You have heard enough discussion:
 - Move to close the debate. Requires a 2/3rds vote. This cuts off discussion and requires to a vote on the pending motion. Requires a 2/3rds vote.
8. You want to postpone a motion until some later time:
 - Move to table the motion. The motion may be taken back up from the table after another item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead.
9. You believe the discussion has drifted away from the agenda and want to bring it back:
 - Call for orders of the day.
10. You want to take a short break:
 - Move to recess for a set period of time.
11. You want to end the meeting:
 - Move to adjourn.
12. You are unsure that the chair has announced the results of a vote correctly:
 - Without being recognized, call for a “division of the house.” At this point a roll call vote will be taken.
13. You are confused about a procedure being used and want clarification:
 - Without recognition, call for “Point of Information” or “Point of Parliamentary Inquiry.” The president of the board will ask you to state your question and will attempt to clarify the situation.

14. You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side:
 - Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.
15. You want to change an action voted on at an earlier meeting:
 - Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

You may **interrupt** a speaker for these reasons only:

- to get information about business - point of information
- to get information about rules - parliamentary inquiry
- if you can't hear, safety reasons, comfort, etc. - question of privilege
- if you see a breach of the rules - point of order
- if you disagree with the president of the board's ruling - appeal

Cheat sheet:

Action	Must be seconded	Open for Discussion	Can be Amended	Vote required to Pass	May be reconsidered or rescinded
Main motion	X	X	X	Majority	X
Amend motion	X	X		Majority	X
Kill a motion	X			Majority	X
Limit debate	X		X	2/3rds	X
Close discussion	X			2/3rds	X
Recess	X		X	Majority	
Adjourn	X			Majority	
Refer to committee	X	X	X	Majority	X
Postpone	X	X	X	Majority	X
Table	X			Majority	
Postpone indefinitely	X	X	X	Majority	X