

FACULTY COUNCIL
COLLEGE OF PUBLIC HEALTH AND HEALTH PROFESSIONS
PARLIAMENTARY PROCEDURES & ORDER OF BUSINESS

Adopted by Council, July 23 2008

- I. The rules contained in the Constitution of the College of Public Health & Health Professions shall govern the Faculty Council's activities [see "Faculty Council Roles" listed below].
- II. Meetings shall be held at least once per semester during the academic year. Additional meetings may be called at the discretion of the Faculty Council chair.
- III. The chair (or vice chair in the absence of the chair) of the Faculty Council will preside.
- IV. The order of business for meetings of the Council shall be determined by the Council Chair except that Council may, by a simple majority vote [50% plus one], take up any matter that is properly before it.
- V. The Agenda, and thus the order of business, for any Council meeting, shall, according to the PHHP Constitution, be distributed to the Faculty at least 3 days prior the meeting with notification of the meeting at least 5 business days prior to the meeting.
- VI. Any faculty member may suggest items for the agenda provided that these are submitted, to the Chair of Council, in writing, 5 business days in advance of the meeting.
- VII. Any matter may be properly placed before the Council for its vote, however, no final vote may be taken on a business item unless that item had been distributed to the faculty at least three days prior to the meeting in which it is introduced and discussed.
- VIII. **VOTES AND MINUTES**
 - a. The Council Chair shall be charged with reviewing the draft minutes of each Council meeting prior to their distribution to the Faculty and Dean and to the Council Members for Council's review and subsequent adoption at the next meeting of Council.
 - i. All draft minutes shall be posted or distributed to the faculty and to the dean within 10 days following each Faculty Council meeting.
 - ii. Meeting minutes will be posted as "approved" after their review and vote by for approval at the next meeting of the Council.
 - b. All votes for each motion will include the names of Council Members and how they voted on each item.
 - c. A member of the Dean's Office Staff will record minutes for subsequent Chair and Council review.
 - d. A Council Member must "move" adoption of any motion; no second is required.
 - e. Discussion of any amendments to motions takes precedence over the debate on the initial item.

- i. Only the original mover of a motion may accept an amendment as “friendly” thus eliminating debate; the amended item then becomes the main motion.
 - ii. Amendments must be voted upon in order to amend an original motion; a simple majority is needed to adopt an amendment.
- f. Any Council Member may end debate by moving to “call the question” but “calling the question” may not follow a statement offered by that Member. Motions to end debate must stand alone.
 - i. A motion to end debate is, itself, not debatable and when so made, debate ends.
- g. The Chair of Council may vote on any motion.
- h. Council actions may include approval, rejection, postponement, or withdrawal of an item.
- i. Only members of the Faculty Council have access to the floor during Council meetings except when permission has been granted by consent of the Council chair.
- j. Proxies are not allowed for any votes cast given the Faculty Council falls under the Sunshine Law.

IX. NEW BUSINESS AND WITHDRAWAL

- a. New business items will be listed when the agenda is distributed to the faculty or within 3 days of the meeting.
 - b. Any faculty member may suggest items for the agenda provided that these are submitted in writing 5 business days in advance
 - c. Council Members may introduce new business items during the meeting.
 - d. At the Chair’s discretion, new business items may be addressed at the current meeting, deferred to a standing committee or existing ad hoc committee, put on a “Business Pending” list to be addressed at the next meeting of Council.
 - i. The Chair shall have final authority to decide whether a newly introduced resolution involves new business or can be considered in relation to old business.
 - ii. New business shall be in order only if there is sufficient time for adequate debate and consideration during the meeting.
 - iii. Based on a simple majority vote of Council, Council may recommend to the Dean that a new, ad hoc, committee be formed to address a new business item prior to the next meeting of the Council.
 - iv. All items not considered in connection with the meeting at which they were introduced shall be referred to the agenda for the next meeting.
- X. The chair (or vice chair in the absence of the chair) of the Faculty Council will preside at college faculty meetings called by the Faculty Council chair.

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Faculty Council Roles

The Faculty Council is the representative body for the faculty of the College of Public Health and Health Professions. In this capacity, the Faculty Council serves as a forum for the mutual exchange of ideas between college administrators and the faculty. The Faculty Council develops and makes policy recommendations on the following matters of concern:

1. The educational, research and service missions of the college,
2. Shared governance,
3. Faculty awards,
4. Faculty welfare, including the working environment and matters of quality of life,
5. Resource allocation,
6. The college strategic plan, and
7. Other issues of concern to college faculty.

The Faculty Council also coordinates and communicates deadlines for Faculty Council and college-level standing committee elections to the departments. The Council has responsibility for ensuring elections occur at approximately the same time across departments and that departments have been given the opportunity to elect a representative to each committee as appropriate (i.e. based on representation of committees described later in this document).

Additional activities of the Faculty Council may include requesting that performance reviews of the dean and department chairs occur according to College and UF policy. The Faculty Council may also make recommendations to the dean regarding the need for standing and ad-hoc committees to address ongoing or specific issues.

The Faculty Council shall respect the privacy of all individuals in the conduct of its activities.

B. Governing Rules of the Faculty Council

1. Membership. The Faculty Council shall consist of one elected faculty representative from each department and one representative from college administration appointed by the dean. Department chairs are eligible candidates to serve as the departmental representative.

2. Faculty Council Chair. The Faculty Council shall elect its own chair from among the Council members. The term of the chair shall be one academic year. A vice chair will be elected shortly after the chair, with both officers' terms

beginning simultaneously. The vice chair will serve a term of one year and then serve as chair for one year. A chair shall be eligible for re-election one year after his or her term ends.

3. Terms of Members. The normal term for members of the Faculty Council is two years. Initially and upon establishment of the Council, terms will be staggered such that one-half the members will initially be given one-year appointments and one-half the members given two-year appointments. After this initial staggering, all appointments will be two years, with approximately one-half the members' terms expiring each year. Individuals may serve a maximum of three consecutive terms. A faculty member is eligible to be re-elected to the Faculty Council after sitting out for one term.

4. Faculty Council Meetings. Meetings shall be held at least once per semester during the academic year. Additional meetings may be called at the discretion of the Faculty Council chair. The faculty shall receive notice of meetings at least 5 business days in advance and agendas for meetings at least 3 days in advance. Any faculty member may suggest items for the agenda provided that these are submitted in writing 5 business days in advance. All meetings of the Faculty Council shall be open.

Only members of the Faculty Council have access to the floor during Council meetings, except when permission has been granted by consent of the Council chair. Proxies are not allowed for any votes cast given the Faculty Council falls under the Sunshine Law.

The minutes shall be posted or distributed to the faculty and to the dean within 10 days following each Faculty Council meeting.

Section 5 – College Faculty Meetings

B. The dean or the designee of the dean will preside at college faculty meetings called by the dean. The chair (or vice chair in the absence of the chair) of the Faculty Council will preside at college faculty meetings called by the Faculty Council chair.