

Robert's Rules of Order Modified for Ramapo College Faculty Assembly

The intent of these rules is to provide for constructive and democratic meetings, to facilitate the business of the Faculty Assembly, and to encourage full participation. These rules shall be construed accordingly, and may be changed, temporarily or permanently, by a majority vote of the Faculty Executive Council, at any time.

Rule 1: Beginning of the meeting: The Chair begins the meeting by calling the Assembly to order, immediately followed by a motion for approval of the previous minutes. The Chair then proceeds via the agenda published on the Faculty Assembly website one week in advance. Deviations from this agenda are permitted only by motion of the Assembly. Only items requiring a decision of the Assembly may be placed on the agenda, and shall contain a proposed motion. There are two exceptions: (1) The President of the College, the Provost, and the Faculty Assembly Executive Council President may each address the Assembly, if they so desire, for five minutes at the beginning of the session. (2) Oral reports from faculty committees or faculty that are designated liaisons to administration offices or boards, limited to five minutes each, which are appropriate to a decision item, shall be permitted prior to consideration of the motion, if the report is noted on the agenda. If these speakers would like to make written materials available to the Assembly, they may do so by providing them to the Faculty Assembly President in advance of or at the meeting, who will arrange to have them posted on the Faculty Assembly website.

Rule 2: Proceeding Through The Agenda:

- (A) When the agenda is approved, the Chair shall proceed by stating "We will now proceed to agenda item one," and read out the item in the approved agenda. Each agenda item shall have a time limit listed, which shall be strictly observed. The sole exception is that a motion and any secondary motions pending at the time limit shall be moved immediately to vote, and the time extended automatically to permit the vote to occur, after which the next agenda item shall be addressed. When item one is complete, the Chair will do the same with the next Agenda item.
- (B) After the proposed motion contained in the agenda has been read by the Chair, debate begins. If no one rises, the chair calls for the vote immediately.
- (C) The agenda will proceed as listed until the time listed for adjournment of the Assembly. Unaddressed agenda items will be carried over, if appropriate, to the next meeting agenda, where they will be placed first on the agenda.

Rule 3: Speaking in Assembly: After the agenda item has been read by the Chair, each member of the Assembly may obtain the floor (the right to speak) by being the first to stand when the Chair has finished, or after subsequent speakers have finished. Raising hands or standing while another has the floor is out of order. The persons recognized by the Chair will be "Your time." If the speaker does not yield the floor, the speaker continues nonetheless, the Chair shall note failure to yield the microphone at this

time limit twice in one meeting shall result in a loss of speaking privileges for the duration of the meeting. The two-minute period is personal, and may not be yielded to others. No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once. All remarks must be directed to the Chair, and not to individual members of the Assembly.

Rule 4: