

**Standing Rules and Parliamentary Procedures of the
Arts and Sciences Curriculum, Teaching, and Learning Committee**
2021 03 10

Preamble

The membership and executive structure and the recommending and advising functions of the **Curriculum, Teaching, and Learning Committee** (hereafter CTLC), as established in Section 2.2 of the Arts and Sciences Chairs and Directors Handbook (hereafter Handbook), reflect the College's fundamental commitment to shared governance and the faculty's central role in the development and improvement of undergraduate curriculum and instruction. CTLC also serves as a general forum for consideration of academic matters of concern to undergraduate students and faculty in the College. The following rules and procedures have three purposes: to equip all members to participate fully in the work of shared governance, to foster an atmosphere of professionalism, inclusion, and mutual respect, and to promote review processes that are consistent, transparent, rigorous, timely, and fair.

Standing Rules

1. Frequency of meetings

CTLC standard meeting days are the second and fourth Wednesdays of each month while classes are in session. The standard meeting time is 2:30 to 4:00. On-call meeting dates are established at the beginning of each academic year and used as needed. A meeting schedule is distributed at the beginning of each semester. If there are no agenda items for a given date, the meeting is canceled.

2. Establishing the agenda

Curricular agenda items are set by the associate dean or associate deans with curricular responsibilities, in consultation with the CTLC chair as warranted. Forum discussion topics may be suggested by any member of CTLC. The agenda and associated materials are distributed to members electronically at least 48 hours in advance of each meeting. CTLC consideration of materials distributed less than 48 hours in advance requires suspension of this rule, following the procedure described in Standing Rule 8 below.

3. Communications from the Dean

The Dean has a standing invitation to attend CTLC meeting to discuss with the committee any matters pertaining to instructional mission of the College. Typically the Dean is represented at CTLC by the associate dean or associate deans with curricular responsibilities.

4. Public meeting status

In accordance with Ohio Revised Code, CTLC meetings are public meetings. Any member of the university community is welcome to attend as an audience member, as is any member of the public at large. Attendance as an audience member does not entail authorization to participate in discussion of matters under consideration by CTLC.

5. Authorization to participate in informational discussion

Voting and non-voting members of CTLC are authorized to participate in informational discussion of matters under consideration by CTLC, as are invited guests such as authors of proposals before CTLC. Invitations may be issued by the CTLC Chair or designee at any time.

6. Authorization to make, debate, and vote on motions in CTLC

Formal business of CTLC and CTLC subcommittees (such as approval of proposed curriculum) is transacted through the passing of motions. Only voting members may make and vote on motions; debate

of motions on the floor is open to voting and non-voting members. Procedural mechanics of different types of motions are addressed in the Parliamentary procedures section below.

7. Deliberations

The committee employs two-tier deliberation, including discussion by full CTLC and voting by subcommittee, on curriculum modification proposals that fall within a disciplinary domain. The subcommittee domains are Arts and Humanities, Mathematics and Natural Sciences, and Social Sciences. Proposals (blue sheets) and supporting documentation are distributed to the full CTLC for informational plenary discussion. These discussions begin with brief introductions by the proposers. Any CTLC member may offer suggestions for the proposers' or the subcommittee's consideration. After initial plenary discussion, domain-specific proposals are referred to the appropriate subcommittee for further discussion and vote.

For interdisciplinary proposals (e.g., a course on memory that involved neuroscientific, political, and cultural dimensions), each applicable domain subcommittee elects at least two representatives to join the interdisciplinary program representatives on an ad hoc interdisciplinary subcommittee.

Once informational discussion concludes, proposers are free to go or welcome to stay, at their discretion. The floor is then open for a motion. Once debate of the motion closes, a vote is held.

In some instances, addressing issues that arise at or around the first discussion of a proposal may necessitate continuation of deliberation at a subsequent meeting. The lead associate dean of curriculum or a designee will brief proposers on steps needed to address issues and update CTLC members on pertinent developments. All involved parties share the responsibility to maintain timeliness in the review process; only under exceptional circumstances should deliberation extend beyond two meetings.

CTLC also deliberates and votes as a whole on college-wide matters, e.g., student appeals, courses proposed for the Multidisciplinary Component (MDC) but not for a specific domain under the old group requirement scheme, etc.

Full-CTLC and subcommittee deliberations and votes are summarized in CTLC minutes.

8. Suspension and amendment of standing rules, establishment of new standing rules

Any standing rule or rules of CTLC may be suspended by majority vote at any CTLC meeting or amended by a two-thirds majority vote of those present at any CTLC meeting. A new standing rule may be proposed by a member or group of members of CTLC. Deliberation and voting on a new standing rule will follow the standard timetable and process established above.

Parliamentary Procedures

Parliamentary law

CTLC recognizes Robert's Rules of Order as the standard work on parliamentary law. Robert's Rules shall be the procedural guide for any scenario not addressed by the following. Revisions of the Parliamentary Procedures of CTLC may be proposed by a member or members of CTLC. Deliberation and voting on proposed revisions will follow the procedures established in this document.

Quorum

To achieve quorum in CTLC or in a subcommittee, a majority of voting members must be present. When absence from a meeting is necessary, a member of CTLC may send a substitute. A member sending a substitute should inform the CTLC Chair, the associate dean or associate deans of curriculum, and the

appropriate member of the college administrative support staff in advance. The substitute's authorization to discuss agenda items and to make, debate, and vote on motions is identical to the authorization of the member who sends the substitute.

Main motions

Making motions

A motion is a proposal that CTLC or a subcommittee take certain action, or that it express itself as holding certain views. It is made by a voting member, upon being recognized by the Chair, obtaining the floor by saying "I move to" or "I move that," then stating the proposed action (e.g., I move to approve the proposal for a new major in Parliamentary Procedure). A motion must be seconded, which simply involves a fellow voting member saying "I second." Once a motion has been made and seconded, it will be restated by the Chair before debate on the motion opens. The Chair does not make motions.

Amending motions

During debate, any voting member can move to amend the motion on the floor. To do so, the member says, "I move to amend the motion by (inserting the following, adding the following at the end, etc.)." For example, a member might move to amend a motion to approve a proposed policy by adding a stipulation that implementation be scheduled for a term later than the proposed implementation term.

Debate on the original motion then pauses, in order for CTLC or a subcommittee to consider the amendment, if seconded. Amendments must be approved before an amended motion may be considered. The chair will restate the motion in its proposed amended form, then ask members whether there are any objections. If there are no objections, the amendment is approved and debate proceeds on the amended motion. If there are objections, the amendment is debated and a vote is taken. If the amendment is approved, debate of the amended motion proceeds. If the amendment fails, debate on the original motion resumes.

Close of debate and vote

Debate is closed either when no member has further comments or when a motion to call the question carries. At any point in the debate, a voting member, upon being recognized by the chair, may move to close debate by stating, "I call the question." This motion requires a second but is not debatable. A vote is taken immediately, and a two-thirds majority of those present is required for approval. If the motion to call the question passes, debate on the original motion is closed and a vote on that motion is held. Unless otherwise specified in this document or in Robert's Rules of Order, a motion requires a simple majority vote in favor to pass. Members must be present to vote.

In exceptional circumstances, a CTLC subcommittee may exercise a procedural option to deliberate and vote electronically, subsequent to the conclusion of a meeting. This option requires that a motion to deliberate and vote electronically be made by a subcommittee member, seconded by another member, and passed by a majority vote of those present. This option should only be exercised when 1) deliberations cannot be completed at a given meeting and 2) there is significant time pressure to hold a vote in advance of the next scheduled meeting. A record of the digital deliberation and vote will be appended to the meeting minutes.

Subsidiary motions: table, postpone

Tabling a motion (or question) has the effect of suspending CTLC or subcommittee action on a given question until such time as a motion to remove that question from the table passes. Tabling requires a second but it is not debatable. It requires only a simple majority to pass. To move to table, a voting member, upon being recognized by the chair, says "I move to lay the motion to...on the table." If another

member seconds, the chair restates the motion to table and there is an immediate vote. If the motion to table passes, debate on the original motion/question is suspended until a motion to remove it from the table passes.

Postponing has the effect of delaying action on a given question until a later point in the current meeting or (at most) until the next meeting. It is open to limited debate, meaning that debate on the motion to postpone may not move deeply into the merits of the main motion. To move to postpone, a voting member, upon being recognized by the chair, says “I move to postpone the question until...” If another member seconds, the chair restates the motion and debate on the motion to opens. A motion to postpone requires a simple majority to pass.

Incidental motions

These motions may be made at any time during informational discussion or debate; they require only that the member be recognized by the chair.

Point of Information: Any member may make a point of information that the member finds pertinent during informational discussion or debate. To do so, the member, upon recognition by the chair, says, “Point of information:” then states the point.

Point of Order: Any member who finds that CTLC or a subcommittee is not acting in accordance with policy or is disregarding proper principles or practices may raise a point of order. For instance, if the chair were to open the floor or debate on a motion to table, a member could raise a point by saying, “Point of order: motions to table are not debatable.” Once the point of order of order has been raised, the chair makes a ruling on the point before business proceeds.

Withdraw: Any motion being actively considered by CTLC or a subcommittee may be withdrawn by the member who made it. To do so, the member simply says, “I withdraw the motion.”

Suspend the Rules: This motion may be made at any time. It requires a second. It is not debatable and not amendable. It requires a simple majority to pass. In CTLC a motion to suspend selected rules is also in order. To make this motion, a voting member, upon recognition by the chair, says, “I move to suspend the rules [or suspend Standing Rule (number)...]” then specifies the reason for the motion. CTLC or the subcommittee would then vote immediately on the motion to suspend the rule.

Motions that bring a question again before CTLC

Motion to remove from the table

To remove a motion from the table and continue CTLC deliberation on it, a voting member, upon being recognized by the chair, says “I move to take the motion to...from the table.” If another member seconds, the chair restates the motion to remove from the table and there is an immediate vote. If the motion to remove from the table passes (simple majority required), debate on the original motion/question resumes immediately.

Motion to reconsider

Reconsidering has the effect of re-opening debate on a **previously passed** motion. A motion to reconsider may only be made by a member who voted in favor of the original motion, and it may only be made during the meeting at which the original motion passed or at the following meeting. To move to reconsider, a voting member, upon being recognized by the chair, says “I move to reconsider the motion to...” Motions to reconsider require a second and are debatable unless the original motion was not debatable. The debate of a motion to reconsider opens to debate of the merits of the original motion. If the

motion to reconsider passes (simple majority), it places the original question back before CTLC for debate and vote. If the motion to reconsider fails, it cannot be repeated except by unanimous consent.

Endorsed and adopted by CTLC on March 10, 2021.