

## Procedure for Submitting a Proposal

All proposals considered by the Faculty Senate must be submitted to the Agenda Committee for review *prior to being placed on the agenda*. Proposals may be submitted via the [form](#) on the faculty senate website, or they may be emailed directly to the Agenda Committee (composed of the President, Vice President, and Secretary of the Senate). Proposals that are submitted through the form on the Faculty Senate website will be placed on letterhead and receive a formal motion number before being forwarded to the Agenda Committee.

All elected members of the Senate are entitled to submit proposals, though they must be submitted in writing. Senators who wish to make a proposal from the floor without prior notification and approval by the Agenda Committee may do so, however all such proposals are required by the constitution to be postponed to the following meeting except in cases of emergency (as determined by a 2/3rds majority vote of the Senate).

A proposal is considered by the Senate after it has been *moved* (see examples here). Motions are usually made by the chair of a committee and arise from a committee report, though this need not always be the case. Motions that are particularly complex, or that benefit from greater formality or explanation, should take the form of a *resolution*. Examples of common forms of motions made in the Faculty Senate are listed below:

### 1. *Motions containing recommendations* ...

The Faculty Senate may wish to propose a policy or action that requires the approval, review, or resources of the *UMaine Administration* and that cannot be properly executed by faculty alone. The constitution refers to such proposals as “recommendations.” Recommendations are transmitted to the President of the University of Maine, who must then inform the Senate of the disposition of its recommendations before the expiration of the 30 day deadline.

Ex:

“I move that the Faculty Senate recommend that the President create a special committee of the administration to study the financial implications of LD 12345 ...”

### 2. *Resolutions*

As noted above, a resolution is a special form of motion. It may or may not contain recommendations as in the first example above, though to be properly called a

“resolution,” it should take the form prescribed by Robert’s Rules of Order (the official and constitutionally sanctioned parliamentary authority of the Faculty Senate). Where appropriate, resolutions may contain a series of “Whereas” clauses (known as the “Preamble”) that serve to strengthen or reinforce the proposal that the Faculty Senate has resolved to make.

Ex.

“Whereas, LD 12345 poses serious threats to the financial longevity of the University of Maine system;

Whereas, The UMaine administration has requested input from the Faculty Senate to address these threats; and

Whereas, Shared governance is enshrined in the University of Maine System Policy Manual’s Statement on Shared Governance and authorized by the Board of Trustees; be it therefore

*Resolved*, That the Faculty Senate recommend the administration form a joint committee, composed of no fewer than six faculty and six members of the administration, to study the potential impacts of LD 12345 on the long-term enrollment and utility of public universities in the University of Maine system; and be it further

*Resolved*, That the Faculty Senate recommend … ; and be it finally

*Resolved*, That the Faculty Senate recommend …

3. *Motion to amend the constitution or bylaws of the Faculty Senate*
4. *Motion to approve the minutes*
5. *Motion to rescind (or motion to amend something previously adopted)*

## Recent Motion Examples:

[SM 25003](#): “That the Faculty Senate support the recommendations of the University Teaching Council Task Force on Formative Course Observations.”

[SM 25011](#): “Having had feedback and questions from the PCRRRC addressed by Interim Dean Kimball, and having heard no firm objections to the proposal from Faculty Senators, nor at the public meeting on April 18, 2025, the Faculty Senate hereby resolves to endorse the Proposal for Reorganization of the College of Education and Human Development.”