

# Motion Flow Checklist

(Endorsed by Executive Committee and Standing Committee Chairs on 03-02-06)

*Committee → University Senate → President → Follow-up*

- Standing Committee considers proposal/issue**
  - Issue is on the standing committee meeting agenda**
  - Documentation of discussions in standing committee meeting minutes**
  - Issue has been fully vetted by the standing committee**
  - Issue receives endorsement/approval of the standing committee**
  
- Motion form includes:**
  - Type of Motion (Policy, Resolution, Bylaws Change, Other)**
  - Subject**
  - Standing Committee**
  - Date of endorsement/approval by committee**
  - Motion Statement**
  - Policies impacted (if any)**
  
- Supporting documents include:**
  - Relevant background (All supporting documents of the proposal at the committee level)**
  - A summary of the committee deliberation**
  - Committee Vote (Majority/Minority opinions for split votes)**
  
- Motion form and documentation is submitted to Executive Committee at least 15 calendar days prior to the University Senate Meeting at which considered**
  
- Executive Committee sends motion information to University Senators at least 8 calendar days prior to University Senate Meeting**
  
- Senate hears committee report on the motion, time for discussion (if any), and vote**
  
- Chair of Executive Committee signs the motion form indicating status of the motion and submits motion to President**
  
- President approves or vetoes motion and assigns responsibility for implementation**
  
- Communication of Disposition (as appropriate)**