Governance Chair Training Session

Wednesday, October 28, 2015

2:30-4:00 p.m.

Union 240

PROGRAM

I. Introduction – Trudy Turner, Secretary of the University

II. Archiving Committee/Department Documents – Brad Houston, University Records Officer

III. Robert’s Rules of Order – William Keith, Professor, English

IV. Wisconsin Open Meetings Law – Joely Urdan, Director, Legal Affairs

Office of the Secretary of the University
www4.uwm.edu/secu
Lubar Hall Room N450, 229-5988
Chapter 36

This can be found in 36.09 of Wisconsin state statutes. Chapter 36 is all about the University of Wisconsin system.

(3) The chancellors.

36.09(3)(a)

(a) The chancellors shall be the executive heads of their respective faculties and institutions and shall be vested with the responsibility of administering board policies under the coordinating direction of the president and be accountable and report to the president and the board on the operation and administration of their institutions. Subject to board policy the chancellors of the institutions in consultation with their faculties shall be responsible for designing curricula and setting degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, promotion and tenure; recommending individual merit increases; administering associated auxiliary services; and administering all funds, from whatever source, allocated, generated or intended for use of their institutions.

36.09(3)(b)

(b) The chancellor may designate a person as provost, to act as chief executive officer of the institution in the chancellor’s absence, if the person currently holds a limited appointment as vice chancellor, associate chancellor, assistant chancellor, associate vice chancellor or assistant vice chancellor. The chancellor may not create an additional administrative position for the purpose of this paragraph.

36.09(4)

(4) Faculty. The faculty of each institution, subject to the responsibilities and powers of the board, the president, and the chancellor of such institution, shall have the primary responsibility for advising the chancellor regarding academic and educational activities and faculty personnel matters. The faculty of each institution shall have the right to determine their own faculty organizational structure and to select representatives to participate in institutional governance, except that the faculty of each institution shall ensure that faculty in academic disciplines related to science, technology, engineering, and mathematics are adequately represented in the faculty organizational structure.

36.09(4m)

(4m) Academic staff. The academic staff members of each institution, subject to the responsibilities and powers of the board, the president, the chancellor, and the faculty of the
institution, shall have the primary responsibility for advising the chancellor regarding the formulation and review, and shall be represented in the development, of all policies and procedures concerning academic staff members, including academic staff personnel matters. The academic staff members of each institution shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.

36.09(5)

(5) Students. The students of each institution or campus subject to the responsibilities and powers of the board, the president, the chancellor, and the faculty shall have primary responsibility for advising the chancellor regarding the formulation and review of policies concerning student life, services, and interests. Students in consultation with the chancellor and subject to the final confirmation of the board shall have the responsibility for the disposition of those student fees which constitute substantial support for campus student activities. The students of each institution or campus shall have the right to organize themselves in a manner they determine and to select their representatives to participate in institutional governance.
Records Management Instructions for Governance Committee Chairs

The minutes, agendas, reports, and other records of faculty and academic staff governance and administrative committees have ongoing historical and legal value, and are subject to the Wisconsin Public Records Law. The following guidelines will help you achieve compliance with records retention laws and policies, and will ensure that your committee’s activities are preserved for posterity.

- **Designate an official records-keeper for your committee.**
  - This can be either you or an appointed committee secretary, and ensures that official records are kept in one place.

- **Designate an official copy of materials produced by the committee.**
  - The official copy will be the primary access point for records requests. Be aware, however, that drafts shared with committees for review may also be subject to discovery.
  - This copy may be either electronic or paper.

- **If your official copy is electronic, save as a standard file format.**
  - Formats for textual documents include plain text, RTF, PDF, or Word 2007+ (*.docx).
  - Anything older than Word 2003 (*.doc) should be saved as a newer format.

- **Write-protect the final copy of your records.**
  - This provides proof that records were not tampered with after creation.
  - Word and OneDrive provide write-protection abilities; OneDrive also includes audit.
  - PDF (and, of course, paper!) is inherently write-protected.

- **Create a logical file structure.**
  - Organize your files according to type (minutes, agendas, reports, etc.) and date, as applicable.

- **Be aware of confidentiality requirements.**
  - Personnel/promotion related committees in particular may produce documents that need to be stored and/or destroyed securely.

- **Familiarize yourself with applicable records schedules.**
  - General records schedules for UWM are located at [http://www.uwm.edu/Libraries/arch/recordsmgmt/common.html](http://www.uwm.edu/Libraries/arch/recordsmgmt/common.html).
  - Retention times for the most common committee series, minutes and subject files, are both three years.

- **Transfer records at the end of your term as chair, or after three years, whichever comes first.**
  - Department Records: University Archives
  - Committee Records: Secretary of the University (Copy Archives)

**For More Information**

Records Management website: [http://records.uwm.edu](http://records.uwm.edu)


Any other questions? Email or call Brad Houston, UWM Records Officer:

houstobn@uwm.edu
Phone: 414-229-6979
We tend to think of Robert’s as a sort of inflexible straitjacket of rules, and we have to follow them. We should think of them as a set of tools. Yes, it’s required, but because Robert’s is full of resources. What kind, and why do we need them?

Meetings are a version of democratic communication; they are the smallest unit of trying to govern ourselves. Meetings, of committees or faculty, should be deliberative. To be both democratic and deliberative, they have to be regulated by certain principles.

1. Fair and free: everybody should get to participate. People should get a say, and roughly equal amounts of contribution.
2. There should be a bias toward reasons and evidence that are relevant to the topic or charge of the meeting.
3. Participants should show each other the mutual respect that benefits equals who decide together.
4. Disagreement is an important part of deliberation, and should be encouraged, though becoming personally adversarial is not appropriate.

There are different ways to deliberate: informal discussions, formal meeting, parliamentary style meetings, debates, etc.

Parliamentary style meetings have certain assumptions:
   - There is a problem that needs to be solved or addressed.
   - People don’t agree on either the problem or the possible solutions; in fact, they may disagree deeply.
   - Solutions might always make things worse, so we should be careful before doing anything.
   - Not changing anything (i.e. accepting the status quo) is also an action.
   - Robert’s has a bias toward more talk rather than less – it always takes more a simple majority of votes to shut off discussion.
   - Presumption and burden of proof: in the case of a tie, the status quo wins and nothing is done.

Some parts of Robert’s are absolutely required:

1. Agenda, noticed in advance and not modified during the meeting.
2. Motions proposed and voted.
3. Minutes kept and posted, and approved at the next meeting.
4. Chair only votes to break a tie.
5. Voting procedures as required in P&P.
6. Calling the question requires 2/3rds vote.
7. You can only change the agenda or otherwise suspend the rules with a 2/3rds vote.

However, Robert’s is used from garden clubs to the US Senate, and contains many variations. Not all parts can be used or even make sense in the university environment. So, it’s better to think of Robert’s as set of tools for solving problems. For all the problems you have in making sure that meetings are deliberative (= good decisions reached) and that your meetings embody the principles above, Robert’s has resources to help you.
It would be nice if we could just have informal meetings, a few people sitting down and talking, and that was the end of it. But that’s not usually how it works – why?

**Too much participation**
-- Calling on people before they speak
-- Time limit for turns
-- Everybody speaks before anyone gets a second turn

**Too little participation**
-- Calling on people to speak
-- Time is allocated for discussion in advance -- “We have 10 minutes”
-- Everybody speaks before anyone gets a second turn

**Comments get too personal**
-- Personal attacks and questioning of motives are out of order (chair rules them “out of order”)
-- Requiring remarks to pertain to the motion
-- In difficult cases, all remarks addressed to the chair

**Lack of closure**
-- Include implementation in the motion
-- Vote the motions; only table if there is good reason
-- Call the question as needed
-- Don’t revisit motions voted

**Premature closure**
-- Ask for a motion to continue debate
-- Table when there is a good reason
-- Be sure you get a second, and solicit discussion

**Role of the chair:**
As Chair of the meeting,
- You should set personal interests aside. Being chair is a service, and the sacrifice you make is that you give up any interest in the outcome. It is your ethical duty to be as impartial as possible.
- Thinking this through in advance is helpful: What are my conflicts of interest? How can I best bracket them?
- If you feel you cannot possibly set your personal or area interests aside, declare your conflict of interest and request a different chair for that meeting.
- Chair in general does not vote unless it is to break a tie. It enhances your credibility to announce this in advance.
THE Official Robert's Rules of Order Web Site

Frequently Asked Questions

CAUTION:
The answers given here to the questions presented are based upon the rules contained in Robert's Rules of Order Newly Revised. These rules are, in effect, default rules; that is to say, they govern only if there are no contrary provisions in any federal, state, or other law applicable to the society, or in the society's bylaws, or in any special rules of order that the society has adopted. This fact must always be kept in mind when reading any of the answers given.

These questions are based on queries repeatedly received on the Question and Answer Forum. The material here is derived from Chapter 13 of Robert's Rules of Order Newly Revised In Brief.

Question:
Is it true that the president can vote only to break a tie?

Answer:
No, it is not true that the president can vote only to break a tie. If the president is a member of the voting body, he or she has exactly the same rights and privileges as all other members have, including the right to make motions, to speak in debate, and to vote on all questions. So, in meetings of a small board (where there are not more than about a dozen board members present), and in meetings of a committee, the presiding officer may exercise these rights and privileges as fully as any other member. However, the impartiality required of the presiding officer of any other type of assembly (especially a large one) precludes exercising the rights to make motions or speak in debate while presiding, and also requires refraining from voting except (i) when the vote is by ballot, or (ii) whenever his or her vote would affect the result.

Where will the chair's vote affect the result? On a vote that is not by ballot, if a majority vote is required and there is a tie, he or she may vote in the affirmative to cause the motion to prevail. If there is one more in the affirmative than in the negative, the chair can create a tie by voting in the negative to cause the motion to fail. Similarly, if a two-thirds vote is required, he or she may vote either to cause, or to block, attainment of the necessary two thirds. [RONR (11th ed.), pp. 405-6; see also Table A, p. 190 of RONR1B.]
**Question:**
Is it true that, once a quorum has been established, it continues to exist no matter how many members leave during the course of the meeting?

**Answer:**
No. Once a quorum at a meeting has been established, the continued presence of a quorum is presumed to exist only until the chair or any other member notices that a quorum is no longer present. If the chair notices the absence of a quorum, he or she should declare this fact, at least before taking any vote or stating the question on any new motion. Any member noticing the apparent absence of a quorum can and should make a *Point of Order* to that effect whenever another person is not speaking. It is dangerous to allow the transaction of substantive business to continue in the absence of a quorum. Although a *Point of Order* relating to the absence of a quorum is generally not permitted to affect prior action, if there is clear and convincing proof no quorum was present when business was transacted, the presiding officer can rule that business invalid (subject to appeal). [*RONR* (11th ed.), pp. 348-49; see also pp. 12-13 of *RONRIB.*]

**Question:**
Do abstention votes count?

**Answer:**
The phrase “abstention votes” is an oxymoron, an abstention being a refusal to vote. To abstain means to refrain from voting, and, as a consequence, there can be no such thing as an “abstention vote.”

In the usual situation, where either a majority vote or a two-thirds vote is required, abstentions have absolutely no effect on the outcome of the vote since what is required is either a majority or two thirds of the votes cast. On the other hand, if the vote required is a majority or two thirds of the members *present,* or a majority or two thirds of the entire membership, an abstention will have the same effect as a “no” vote. Even in such a case, however, an abstention is not a vote and is not counted as a vote. [*RONR* (11th ed.), p. 400, ll. 7-12; p. 401, ll. 8-11; p. 403, ll. 13-24; see also p. 66 of *RONRIB.*]

**Question:**
How do you deal with a “friendly amendment”?

**Answer:**
On occasion, while a motion is being debated, someone will get up and offer what he or she terms a “friendly amendment” to the motion, the maker of the original motion will “accept” the amendment, and the chair will treat the motion as amended. This is wrong. Once a motion has been stated by the chair, it is no longer the property of the mover, but of the assembly. Any amendment, “friendly” or otherwise, must be adopted by the full body, either by a vote or by
unanimous consent.

If it appears to the chair that an amendment (or any other motion) is
unconstitutional, it is proper for the chair to ask if there is “any objection” to
adopting the amendment. If no objection is made, the chair may declare the
amendment adopted. If even one member objects, however, the amendment is
subject to debate and vote like any other, regardless of whether its proposer calls
it “friendly” and regardless of whether the maker of the original motion endorses
its adoption. [RONR (11th ed.), p. 162.]

**Question:**
Isn’t it true that a member who has a conflict of interest with respect to a
motion cannot vote on the motion?

**Answer:**
Under the rules in RONR, no member can be compelled to refrain from voting
simply because it is perceived that he or she may have some “conflict of interest”
with respect to the motion under consideration. If a member has a direct personal
or pecuniary (monetary) interest in a motion under consideration not common to
other members, the rule in RONR is that he should not vote on such a motion, but
even then he or she cannot be compelled to refrain from voting. [RONR (11th
ed.), p. 407, ll. 21-31.]

**Question:**
Should proxy votes be counted?

**Answer:**
A “proxy” is a means by which a member who expects to be absent from a
meeting authorizes someone else to act in his or her place at the meeting. Proxy
voting is not permitted in ordinary deliberative assemblies unless federal, state, or
other laws applicable to the society require it, or the bylaws of the organization
authorize it, since proxy voting is incompatible with the essential characteristics
of a deliberative assembly. As a consequence, the answers to any questions
concerning the correct use of proxies, the extent of the power conferred by a
proxy, the duration, revocability, or transferability of proxies, and so forth, must:
be found in the provisions of the law or bylaws which require or authorize their
use. [RONR (11th ed.), pp. 428-29.]

**Question:**
Must debate on a motion stop immediately as soon as any member calls the
question?

**Answer:**
It is a fairly common misconception that, after debate has continued for some
time, if any member shouts out “Question!” or “I call the question!” debate must
immediately cease and the chair must put the pending question to a vote. This is
simply not the case. Any member who wishes to force an end to debate must first
obtain the floor by being duly recognized to speak by the chair, and must then
move the *Previous Question*. Such a motion must be seconded, and then adopted by a two-thirds vote, or by unanimous consent. It is not in order to interrupt a speaker with cries of “Question” or “Call the Question,” and even if no one is speaking, it is still necessary to seek recognition. [RONR (11th ed.), p. 202; see also pp. 35-37 of RONRIB.]

**Additional resources:**

Wisconsin Open Meetings Law-A Compliance Guide

University of Wisconsin System, General Counsel, Open Meetings Law-Wisconsin
https://www.wisconsin.edu/general-counsel/legal-topics/open-meetings-law/

Office of the Secretary of the University
http://www4.uwm.edu/secu/open_meetings/
ROBERT'S RULES
OF ORDER
CREATING HARMONY IN MEETINGS

Richard D. Marcus, UWM Faculty Senate Parliamentarian
Suggested Site: http://www.rulesonline.com/

HISTORY

- During the severe winter of 1874 in Milwaukee, Major Henry Martyn Robert of the Army engineering services wrote Robert's Rules of Order.

- Major Robert's intention was to promote orderly discussion by any group or business not just rules for legislative bodies.

  Also in Milwaukee, 1874, the first US Typewriter manufactured by Christopher L. Sholes of Sholes & Glidden, that typed only in capital letters and it introduced the QWERTY keyboard.

- Although some view the style set forth by Major Robert as out-of-date, any orderly and well-mannered meeting must have ground rules for discussion and a broad agreement on how decisions will be made.
MEETING ETIQUETTE

• Conversations have a flow, a give and take, that we learn.
  • Not everyone can speak at the same time.
  • It is best to stay on the same topic in conversation, etc.
• We can also learn how best to come to a decision in a group of senators.
• Robert’s Rules of Order offers a formal style of meeting etiquette that continues to be widely followed.
• Smaller groups tend to use more flexible rules than do larger groups.
• Each individual group must decide what actions are permitted and what constitutes an acceptable consensus.

LEARNING BY DOING

• Most learn about Robert’s Rules in action—in the midst of a meeting.
• We hear about motions, amendments, and seconding.
• Experts dogmatically state what Robert’s Rules requires! Their opinions can become annoying.
• Yet a common understanding of meeting rules improves the quality of debate and the clarity of decisions made.
• Knowledge of Robert’s Rules helps those in leadership positions run more effective meetings, even when some of the formality of the rules is relaxed.
THE CHAIR &

- **The chair** is the key moderator who runs the meeting with the aid of an agenda. The chair uses restraint in deliberations, if possible, in expressing his or her views.
  - Endless meetings is the fault of a weak chair.
  - Arguments that get out of hand is the fault of weak chair.
- **The agenda** provides the members of the group a heads-up on what is being decided.
- At times, issues come up in meetings that fail to appear on the agenda.
  - The chair may proceed to discuss and vote on them, if they are time-sensitive matters, relate to other issues on the agenda, or are minor issues; or use a
  - **Motion to suspend the rules** is used to permit a topic to be added to the meeting (usually at the start of the meeting).

QUORUM

- Legislative bodies typically require a quorum.
- Why have a quorum rule?
- The quorum rule must be adaptable to the group, but is frequently just more than half.
  - If 35 members, then half is 17.5, so 18 is the quorum.
  - Even if the chair does not vote typically, the chair counts.
A MOTION

- The principle action of a committee is making a motion and then voting.
- The motion must have a second and is debatable.
  - If the Senate has a subcommittee of senators that brings the motion, then the motion doesn’t need a second.
- The process of seconding avoids discussion on pet topics of only one member. Without a second, the motion dies.
- Motions can be voted up or down by a simple majority. A motion fails on tie votes.
  - By-laws changes and suspension of the rules typically require a super-majority of 2/3 vote.
- The chair calls (or recognizes) committee members in a manner to assure a variety of views are expressed.
- After the vote, the chair should announce whether the motion passes or fails.

VOTING METHODS

1. **Voice** (viva voce) is normal. The chair asks those in favor of a motion to vote “aye.” Those who are against say “no.”
   - In general, the chair does not ask for those who abstain.
   - The chair announces the winning side, as in “the ayes have it” or “the motion fails.”
2. **Show of hands** is normal in small groups or when the vote count is needed for the minutes.
3. **Taking a rising vote** is used if the chair feels a voice vote was inconclusive (or the chair calls raising of hands).
4. **Written ballots** are sometimes used for particular issues when a record of voting is maintained.
5. **Electronic voting** methods (such as voting with overhead electronic scoreboards, clickers, and email) typically require that the body vote to permit their use and for what purposes.

> Be aware of public open meeting laws, so email voting should be avoided.

> Wis. Stat. sec. 19.88 in particular: (1) prohibits the use of secret ballots for all decisions except for electing officers; (2) permits any member to require a roll call vote; and (3) requires roll call votes to be recorded, preserved, and open to inspection.
AMENDING A MOTION

- During the debate on a motion, committee members can offer several modifications by making a **motion to amend**
- Amendments must be seconded and voted upon prior to voting on the main motion.
- Amendments are the key manner in which a deliberative body improves or "perfects" a motion.
- Some motions to amend are viewed favorably by the person who moved the main motion.
- It is conventional practice that the original mover (and the person who seconded) may, "accept it as a friendly amendment," without requiring a vote on the amendment.
- This speeds up the perfection of motions.

TYPES OF AMENDMENTS

In perfecting a motion some of the following can be handy:

1. Amend to **insert** a word, phrase, or paragraph
2. Amend to **strike out** a work, phrase, or section
3. Amend to **strike out and insert**
4. Amend to **substitute** (which is more extensive paragraphs as in strike out and insert)
5. Amend to **reorder** items in the motion or to create sections or parts.
A MOTION TO DIVIDE

• A *motion to divide* is a way to split a motion into two or more parts to consider *seriatim*.

• If a motion deals with a list of issues, the committee could *dispatch some of the issues conveniently* by taking up the least controversial and voting upon them.

• A *motion to divide* must be seconded, can be amended, and the committee must vote on the division.

• The order of the topics taken up in the division is at the discretion of the chair.

MOVE THE PREVIOUS QUESTION

• As debate continues, a member of the deliberative body may *move the previous question*, or colloquially, "call the question."

• No second is required. The chair recognizes the motion and immediately calls for a vote on whether to end debate.

• A *powerful chair* may say, "I do not recognize that motion," if he or she believes that issues are still being debated.

• If the chair welcomes the end of debate, the chair recognizes the motion to end debate, and calls for a vote without discussion.

• Voting yes on the "question" means that debate is ended. If the "question" passes, then the body votes on the motion (or the amendment) as it stands without further debate.

*Comment:* A powerful chair can sense when debate is flagging and calls for a vote without requiring Senators to intervene with this debate-ending maneuver.
A MOTION TO POSTPONE

- If a member wishes to delay consideration of the motion to a future meeting, the member moves to postpone until a specific date, the next meeting, or until some additional information is available.
- This motion is debatable and also needs a second.
- In practice, most people also call motions to postpone, "tabling," though there is no debate on motion to table.
- I recommend that you use Postpone instead of Table.

POSTPONE INDEFINITELY

- As missing facts pertaining to a motion are discovered during debate, a member may move to lay the motion on the table, which informally is also called, "tabling."
- A motion to table must be seconded. It is not a debatable issue. Using tabling to kill motions is considered a misuse of the motion.
- But in practice, embarrassing issues are permitted to die through tabling if they are never taken up again.
- The correct procedure is to make a motion to postpone indefinitely.
MOTION TO RECONSIDER

- Any person on the winning side of the vote may end up **having second thoughts**.
- **A motion to reconsider** is made to undo hasty or ill-advised motions only by someone who voted on the prevailing side.
  - If a motion fails, then someone voting NO is on the prevailing side.
- The motion to reconsider must be seconded. The motion to reconsider should only be made at the meeting in which the motion passed or at the next meeting of the same body.
- Thereafter, new motions can undo past wrongs but they fail to be viewed as reconsideration.

MOTION TO CONSIDER INFORMALLY

- Using motions and amendments may become excessively formal for a general discussion or brainstorming by a deliberative group.
- It is possible to suspend the usual rules to be more informal with the chair keeping his or her seat as moderator.
- The motion is **to consider informally**.
- Motions can be made seconded and recorded under informal consideration. After the informal consideration, the chair disposes of the informal consideration by announcement.
- Under informal consideration, a member can speak several times to an issue and the restraint shown by the chair to enter discussions is loosened.
MOTION TO MOVE INTO A COMMITTEE OF THE WHOLE

- Alternatively, a body can move to a Committee of the Whole. It is a fictional new committee.
- The chair steps down, and someone else is installed as the chair, such as the vice chair.
- The fiction is that this is a different committee that reports back to the whole.
- Motions can be perfected and voted on in the Committee of the Whole. But they are not adopted.
- A Motion is to RISE from the Committee of the Whole, seconded, passed.
- The motion from the committee of the whole is made by in the regular meeting, debated, and possibly passed.

PERSONAL COMMENT: Consider Informally is the best choice. Committee of the Whole is better for a general discussion of topics for which no legislation is expect.

A FEW INCIDENTAL MOTIONS

Incidental Motions are incidental to a question that has just been pending and should be decided before any other business is taken up.

1. **Point of Order**
   - Any member who notices the breach of a rule, to insist upon its enforcement. Not debatable.

2. **Suspend the Rules**
   - When the assembly wishes to do something that cannot be done without violating its own rules, it "suspends the rules." Typically to add something to the agenda or extend time.
   - Must have a second, not debatable, requires 2/3 majority vote.

3. **Division of a Question**
   - Previously discussed as a Motion to Divide.
A FEW
SUBSIDIARY MOTIONS

Subsidiary motions are applied to other motions to modify, postpone, or it may be referred to a committee to investigate – most we’ve discussed:

1. **Amend** – the most common subsidiary motion (majority)
2. **Previous Question** – a motion to end debate & vote (2/3 vote)
3. **Postpone and Postpone Indefinitely** – end debate (2/3 vote)
4. **Refer** (or commit) – must have a second, debatable, majority vote to send to a committee to study.
5. **Limit or Extend Debate** – must have a second, is not debatable, and requires 2/3 vote, as in:
   (1) "I move that debate close and the question be voted on by 9PM."
   (2) "I move that debate be limited to twenty minutes."
   (3) "I move that time be extended ten minutes;"
   (4) "I move that members be limited to one speech of two minutes each, and that the question be put at 9 P.M."

AVOID USING ROBERT’S RULES AS A WEAPON

- Parliamentary rules are intended for creating clarity in debate, not a way to bash your opponent.
- Malicious motions can easily be dispatched by the chair not recognizing the motion or maneuver.

Malicious Motions or Behavior:

1. Amendments that reverse the motion (such as adding NOT after SHALL in a motion). The motion could be defeated without such an amendment.
2. Use of walk outs and quorum calls to kill discussion.
FILIBUSTERS

- Knowledge of Robert’s Rules has been used both to aid and to thwart well-mannered meetings.
- The use of filibuster in the US Senate is a mechanism that uses rules to stop meetings from working.
- Whenever Robert’s Rules become an impediment to reaching consensus, the rules themselves must be modified to fit the group.
- Rules do not insure harmony and effective action; they are only one means to promote a sense of fairness, order, and good will.
- It is hoped that greater knowledge of meeting etiquette will aid the conduct of your meetings in which all may fairly and knowledgeably participate.

ADJOURN OR RECESS

- As time runs down or the list on the agenda dwindles, a member may move to adjourn.
- This motion should be seconded. This motion is nondebatable; however, most chairs permit issues of the timeliness of action to be mentioned by some who oppose adjournment.
  ➢ A strong chair, who believes that the meeting is not ready to end, could not recognize the motion.
  ➢ A strong chair, who believes that the meeting is coming to a close, could invite a motion to adjourn.
Add Open Meeting

Committee or Group:  
Meeting Date:  
Time:  
Preferred format: 10 a.m., not 10:00am  
Location: 
Purpose of Meeting: 
Briefly describe the agenda

☐ This meeting may go into closed session. 
If checked, indicate below the statute that allows the meeting to go into closed session.

Contact Name: 
Contact Phone: 414-229- 
Please use a 10-digit UWM phone number

UWM Email Address: 
Please be prepared to provide an agenda of the meeting upon request.

☐ Wis. Stat. sec. 19.85(1)(a)
Wis. Stat. sec. 19.85(1)(a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body.

☐ Wis. Stat. sec. 19.85(1)(b)
Wis. Stat. sec. 19.85(1)(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such person, or considering the grant or denial of tenure for a university faculty member.

☐ Wis. Stat. sec. 19.85(1)(c)
Wis. Stat. sec. 19.85(1)(c) Considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.

☐ Wis. Stat. sec. 19.85(1)(e)
Wis. Stat. sec. 19.85(1)(e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.

☐ Wis. Stat. sec. 19.85(1)(f)
Wis. Stat. sec. 19.85(1)(f) Considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems or the investigation of charges against specific persons.

☐ Wis. Stat. sec. 19.85(1)(g)
Wis. Stat. sec. 19.85(1)(g) Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.

Submit
PUBLIC RECORDS ACCESS

No: S-45

Authority: UWM Administration
Wis. Statutes sec. 19.31-19.37

Date: April 2015 (revised-2)
December 2011 (revised)
February 1992 (original)

Initiator: Vice Chancellor for University Relations & Communications

Responsible Party: Office of Public Records

A. Policy

UWM reaffirms State of Wisconsin policy with respect to public access to its records as indicated in sec. 19.31, Wis. Stats., the Wisconsin Public Records law. This law recognizes a presumption of public access except in cases where exemptions apply. A person making a request under this law is not required to provide identification or any reason for the request.

B. Legal Custodian

Since UWM has a decentralized records system involving highly diverse records, the chancellor shall designate a legal custodian of all public records of the University of Wisconsin-Milwaukee pursuant to sec. 19.33(4), Wis. Stats.

It shall be the responsibility of the legal custodian to render a final decision involving any denial of access to public records at UWM and to provide such requesters with written statements of the reasons for denying requests.

C. Procedure for Requesting Records

Any individual seeking UWM records may request them from the person in charge of the unit or department where the records are maintained. If there is no uncertainty about granting access, requests should be honored as soon as practicable. If there is uncertainty about granting access, immediate consultation with the legal custodian must occur for instructions as to how the request is to be processed.

D. Temporary Ban on Destruction of Records

No requested records may be destroyed or disposed of until after the request is granted or until at least 60 days after the date the request is denied.
E. Fees

1. **Reproduction fees.** Copies of all letters or legal-sized documents shall be provided at the rate of 25 cents per page, whether hard copy, scanned copy, or other electronic copy. A two-sided hard copy constitutes two pages. Copies of records in other formats shall be provided at the actual necessary and direct cost of reproduction and transcription. Requesters are not permitted to take photographs of records during any in-person records inspection in lieu of requesting copies of documents.

2. **Locating fees.** UWM may charge for the actual, necessary, and direct cost of locating a record; however, there shall be no fee for locating UWM records unless the actual necessary and direct cost of location is $50 or more.

3. **Collection of fees.** Where fees for requested records exceed $5, prepayment is required. Fees that are nominal may be waived if the cost of collecting and processing exceeds the charges or where a waiver or reduction of fee is in the public interest.¹

4. **Other records fees.** The establishment of a fee for records reproduction does not preclude different charges for specific types of documents issued or published by UWM such as academic transcripts, publications or medical records.

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¹ Prior to any waiver pursuant to sec. 20.905(3), Wis. Stats., or sec. 19.35(3), Wis. Stats., there must be approval given by the legal custodian.