

Formal Notice of Motion: Procedures/Process

Timeline for notice of motion, [Bylaws](#) Section 3.7.2.5

One month: Notice of motion shall be generally given at least one month prior to its formal discussion on the Senate floor in order to provide sufficient time for Senators to comprehend and examine the motion

21 days: When the above conventional requirement cannot be met, the sponsor(s) shall give notice of motion at last 21 calendar days (three weeks) prior to the next senate meeting.

2 weeks: The only exceptions to the 21 day rule shall be for motions sponsored by internal senate committees (Senate Exec Committee, Senate Rules Committee, Senate Budget Committee, Senate Nomination Committee and the Committee on Committees) which shall have 15 calendar days to give notice of motion to the Senate Executive Coordinator and Senate President.

A **Notice of Motion** must be submitted to senatecoordinator@uoregon.edu and contain the following:

- Title of Motion: Example – “Clarification for Procedures of Elections Within the Senate”
- Type of Motion: Must indicate whether it is Legislation, Resolution or Policy Proposal
- Sponsor of Motion: Example – Senator Jane Cramer (Associate Professor), Political Science
- Basic Motion Text: Include at least general information about the purpose of the motion and what sort of senate action is being requested.

Final motion text must be posted a full 5 days prior to the meeting.

- US13/14-25: Amending Bylaws Regarding Deadline for Posting Motion Text, approved 04/09/14
- University of Oregon Senate Bylaws, Section 3.7.1

Final motion text (i.e. minor changes to original posting) must be submitted to the Senate Executive Coordinator a full 8 business days prior to the meeting at which these items will be discussed, including the financial impact information at senatecoordinator@uoregon.edu (Please use "Notice of Motion" in the subject line of the email). Final drafts of related documents, background or legislative history must also be submitted at this time. Motion templates and instructions will be made available online and in “getting started” binders for all senators.

Note: Even when the above deadlines are met, this does not guarantee an item of business will be placed on the next senate agenda. Priority may be given to an item that is considered "time sensitive," causing a delay for other motions. Every effort will be made to bring properly noticed motions before the senate at the earliest available date.

Referral to Committee: Please also be aware that a motion may be recommended for referral to an appropriate committee for further vetting and polishing before being brought to the senate for a vote. This step is taken to help ensure that motions brought before the senate are indeed ready for formal debate and a vote without need for further research or extensive amendments on the floor.

Motions are posted several weeks in advance to allow time for review and consideration. A notice of motion will be considered incomplete and will not be posted until the title, type, sponsor and basic motion text are submitted. This will cause a delay in when the motion will be brought to the senate.