

UNIVERSITY OF ILLINOIS URBANA-CHAMPAIGN SENATE  
COMMITTEE ON UNIVERSITY STATUTES AND SENATE PROCEDURES  
(Final; Action)

SP.26.08      Revision to *Standing Rules* 1 – Adjournment and 16 – Requesting to Speak at a Senate or Senate Committee Meeting

**BACKGROUND**

The proposed revisions to *Standing Rule 1* changes the word “wishes” to “requests” to make the language more precise and make clear the fact that discussion of business must end at 5:15 p.m.

In *Standing Rule 16*, “wishes” is changed to “requests” and repetitious language is removed and required actions are put in an ordered list for ease of reading and understanding.

**RECOMMENDATION**

The Senate Committee on University Statutes and Senate Procedures recommends the approval of the following revisions to the *Standing Rules*. Text to be deleted is ~~struck through~~ and text to be added is underlined.

1      **REVISION TO *STANDING RULES* 1 and 16**

2      **1. Adjournment**

3      The motion to adjourn shall not be treated as privileged and shall be listed as the final item  
4      on the Agenda. ~~At 5:15 p.m., if still in session,~~ If the Senate is still in session at 5:15 p.m.,  
5      then it shall terminate its discussion of business. No debatable motion may thereafter be  
6      made. If a prior debatable motion is still pending, then it may be voted on only if no senator  
7      present ~~wishes~~ makes a request to continue debate or if the previous question is moved  
8      and ordered. Nondebatable motions may be made and voted on if they relate to the matter  
9      under discussion at 5:15 p.m., or to suspension of the rules, ~~and~~ Further, the subject of  
10     adjournment to a specific time may be discussed. If at the conclusion of the meeting any  
11     agenda item remains uncompleted, then the session shall be adjourned to the following  
12     Monday at 3:10 p.m. unless the Senate has determined otherwise.

13

14     **16. Requesting to Speak at a Senate or Senate Committee Meeting**

15 The Senate has developed procedures ~~in compliance~~ to comply with the Illinois Open  
16 Meetings Act by which individuals may request ~~the opportunity~~ to speak at Senate or  
17 Senate ~~Committee~~ meetings. This is generally referred to as “public comment.”

18  
19 The Senate has also developed procedures ~~permitting to permit~~ non-senators to request  
20 the privilege of the floor at Senate and Senate ~~Committee~~ meetings to speak during the  
21 discussion ~~of on a particular specific item listed on the of business portion of on the~~  
22 agenda. This is generally referred to as “floor privileges.”

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24 The procedures for requesting ~~the opportunity~~ to speak during public comment ~~and or~~  
25 requesting floor privileges on an item of business on the agenda are listed separately  
26 below.

27 A. Public Comment

28 Public comment is a portion of the meeting set aside specifically for the public to  
29 address the Senate or a Senate committee (the body). A response to the individual  
30 making the public comment is not required by the presiding officer or by members  
31 of the body. When addressing the body, individuals shall first state their name and  
32 ~~any relevant~~ title or affiliation.

33  
34 1. *Requests to address the body.*

35 Requests to make a public comment at a Senate or a Senate committee  
36 meeting must:

- 37 a. ~~Be submitted to the Office of the Senate in writing no later than at~~  
38 least twelve hours before the scheduled start of the meeting at  
39 which the individual ~~wishes~~ makes a request to speak.
- 40 b. Be submitted to the Office of the Senate for a Senate meeting or be  
41 submitted to the committee chair for a Senate committee meeting.
- 42 c. Include the name of the individual requesting to make a public  
43 comment and the individual’s title or affiliation.

- 44 d. Include the date of the specific Senate or the Senate committee  
45 meeting at which the individual requests to make a public comment.  
46 e. State the subject of the public comment, which must relate to  
47 matters within the jurisdiction of the Senate or the Senate  
48 committee.

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50 ~~Requests to make a public comment at a Senate committee meeting must~~  
51 ~~be submitted to the chair of the Senate committee in writing no later than~~  
52 ~~twelve hours before the scheduled start of the meeting at which the~~  
53 ~~individual wishes to speak.~~

54  
55 ~~In making a request to appear before the Senate or Senate committee,~~  
56 ~~individuals must give their names and any relevant title or affiliation. The~~  
57 ~~request must state the subject matter to be presented and must relate to~~  
58 ~~matters within the jurisdiction of the Senate or Senate committee.~~

59 1

60 The Clerk of the Senate or committee chair will review each request and  
61 notify the individual making the request whether the individual may give  
62 public comment at ~~the next~~ the specific meeting requested. Substitute  
63 speakers will not be permitted.

64  
65 2. *Time allocation.*

66 The Senate will allow public comment at each meeting. An individual will be  
67 limited to speak for no more than three minutes. This limit will be strictly  
68 adhered to with assistance of a timekeeper. A maximum of ten speakers will  
69 be recognized for each Senate meeting.

70  
71 Senate committees will allow public comment at each meeting. An  
72 individual will be limited to speak for no more than two minutes. This limit

73 will be strictly adhered to with the assistance of a timekeeper. A maximum  
74 of five speakers will be recognized for each committee meeting.

75  
76 3. *Scheduling of speakers.*

77 When the number of requests to address the Senate or a Senate committee  
78 at a given meeting exceeds the number allocated in section A.2 above,  
79 requests will be approved based on the date and time the written request  
80 was received by the Office of the Senate or by the chair of a committee. In  
81 addition, preference may be given to subject matters that relate to the  
82 agenda for the ~~relevant~~ specific meeting or relate to items under the  
83 committee charge in the Senate *Bylaws*, ~~and to avoid repetitiveness.~~

84  
85 4. *Discussion moderation.*

86 The presiding officer or committee chair may truncate repetitious or  
87 disruptive comments.

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89 B. Floor Privileges

90 The Senate or a Senate committee may grant floor privileges to an individual to  
91 participate in the discussion of an item listed on the business portion of the  
92 agenda.

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94 1. *Requests to address the body.*

95 Requests for floor privileges at a Senate or a Senate committee meeting  
96 must:

97 a. ~~Be submitted to the Office of the Senate in writing no later than at~~  
98 least twelve hours before the scheduled start of the meeting at  
99 which the individual ~~wishes~~ makes a request to speak.

100 b. Be submitted to the Office of the Senate for a Senate meeting or be  
101 submitted to the committee chair for a Senate committee meeting.

- 102 c. Include the name of the individual requesting floor privileges and
- 103 the individual's title or affiliation.
- 104 d. Include the date of the Senate or Senate committee meeting at
- 105 which the individual requests floor privileges.
- 106 e. ~~The individual must include in the request the business item~~ Include
- 107 the specific item of business on the agenda the individual ~~wishes~~
- 108 requests to speak about.

109 ¶

110 At the beginning of each meeting, the presiding officer or committee chair

111 will announce the names of those who have requested floor privileges and

112 the specific business item the individual ~~wishes~~ requests to speak about,

113 and the Senate or Senate committee shall vote on those requests, either

114 separately or collectively.

115 ~~Requests for floor privileges at a Senate committee meeting must be~~

116 ~~submitted to the chair of the Senate committee in writing no later than~~

117 ~~twelve hours before the scheduled start of the meeting at which the~~

118 ~~individual wishes to speak. The individual must include in the request the~~

119 ~~business item on the agenda the individual wishes is requesting to speak~~

120 ~~about and must include a brief explanation for the request. At the~~

121 ~~beginning of each meeting, the presiding officer committee chair will~~

122 ~~announce the names of those who have requested floor privileges and the~~

123 ~~business item the individual wishes is requesting to speak about, and the~~

124 ~~committee shall vote on those requests, either separately or collectively.~~

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126 2. *Scheduling of speakers.*

127 Individuals who have been granted floor privileges by the body shall state

128 their name and ~~relevant~~ title or affiliation before addressing the body and

129 shall speak only during discussion of the ~~business~~ item of business on the

130 agenda ~~to for~~ which floor privileges were granted.

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3. *Discussion moderation.*

Precedence of the floor will be given to members of the body. The presiding officer or committee chair shall moderate the discussion in accordance with *Robert's Rules of Order Newly Revised*. The presiding officer or committee chair may truncate repetitious or disruptive comments.

UNIVERSITY STATUTES AND SENATE PROCEDURES

Shawn Gilmore, Chair  
Felecia Commodore  
Hunter Farnham  
Franklin Gonzales  
Robert Lawless  
William Maher  
Megan Pickens  
Lindsey Stirek  
Kelli Trei  
Laura Czys, *ex officio*  
Jessica Mette, *ex officio*  
Jenny Roether, *ex officio*