

## **Procedures for Amendments to the Post-Tenure Review Policy**

The new policy is one of the major action items identified in the Strategic Plan approved by the Senate last May. Since the forum at the last Senate meeting on February 9, 2009, the document has been revised extensively to incorporate suggestions which were made into the language and intent of the Policy. Therefore, **I urge the Senate membership to study carefully this final proposed version.** If a voting member of the Senate would like to propose an amendment, I suggest using the following procedure, which will benefit all of us through clarity, understanding, and increased efficiency.

An amendment should be put in written form and sent by E-mail to the Senate Office ([senate-admin@umd.edu](mailto:senate-admin@umd.edu)) during the period from March 4-10. Only voting Senators may make a motion or second a motion for an amendment on the floor of the Senate or via email. Even though you make a motion or second a motion via email, you must also be present at the Senate meeting to present formally the motion, and another senator must second the motion. Therefore, please include your name, email address, phone number, position (or student status), and the Senate constituency which you represent. Also include the same information for the person who will second the amendment.

**All amendments received by the deadline of 1:00 p.m. on Tuesday, March 10, will be posted on the Senate website ([senate.umd.edu](http://senate.umd.edu)). This will allow time for Senators to study each proposed amendment before the Senate meeting on March 12. Hard copies of the proposed amendments received through E-mail will also be distributed at the Senate meeting. Any amendments received after 1:00 p.m. Tuesday, March 10, and before 10:00 a.m. on Thursday, March 12, will also be copied and distributed at the Senate meeting, but the Senators will not have an opportunity to study them before the meeting.**

Voting Senators may also make and second amendments from the floor at the Senate meeting. It would be very helpful to provide to the Senate Chair, at that time, a written copy of the amendment.

In order to facilitate an orderly debate, I will also propose that the Senate adopt a rule for the March 12<sup>th</sup> meeting limiting a speaker's time. Those moving an amendment may speak for three minutes. Those supporting or opposing an amendment, as well as other Senators speaking for or against the proposed policy, will limit their comments to two minutes and discussion of any amendment should be limited to a total of 20 minutes. If the Senate adopts this rule, a timer will be in place to ensure that it is observed.

If you have any questions, please contact Reka Montfort ([reka@umd.edu](mailto:reka@umd.edu)).