

Instructions for Requesting Publication of Motions
Palmetto College Campuses Faculty Senate
University of South Carolina

Procedures for Motions

Please use the [Senate-approved template](#) for all motions affecting the *Palmetto College Campuses Faculty Manual*. Please include the original language from the *Faculty Manual* and use the document reviewing function of Microsoft Word to track changes so that insertions and deletions are readily apparent. Motions not affecting the *Manual* may also be presented in the template, which may be modified as needed.

Motions coming from committee require no second; motions from individuals require a second to be considered on the Senate floor. Once the motion has been made and seconded if necessary, the standing committee chair or the individual proposing the motion should please follow the instructions below to have the motion posted on the Palmetto College Campuses Faculty Senate website. Please be sure to send the final version of the motion, if it was amended on the Senate floor after presentation.

Any motion ruled substantive by the Chair of the Palmetto College Campuses Faculty Senate must be published on the Palmetto College Campuses Faculty Senate web page within ten business days of its introduction, or else it shall expire.

Please email motions to Jean Carrano, Palmetto College Faculty Senate and Academic Administrative Assistant (carranoj@mailbox.sc.edu). Please cc: the following individuals on your request:

- Bob Dyer, Palmetto College Assistant Director Information Technology (dyerr@mailbox.sc.edu).
- PCCFS Chair
- Secretary
- *Faculty Manual* Liaison Officer.

Please include the text to be posted as the link to the motion, using the following template:

Brief Title of Proposed Motion

proposed by (Committee or Senator)
to the Palmetto College Campuses Faculty Senate on (insert date)
ruled substantive; motion eligible for voting (insert date)

for example

Timely Publication of Substantive Motions

proposed by Senator Nicholas Lawrence, Lancaster
to the Palmetto College Campuses Faculty Senate on 26 September 2014
ruled substantive; motion eligible for voting 14 November 2014

This proposed language and your motion will be posted as quickly as possible. If you have questions or need assistance, please contact Jean Carrano, Bob Dyer, or the Palmetto College Campuses *Faculty Manual* Liaison Officer.