

Setting of the Senate Agenda

Garrett Johnson

Prior Motion

Time limits for each agenda item

Motion items at beginning of meeting. Discussion/non-motion items after

Agenda is set by presiding presidents, with each president alternating responsibility for the agenda.

Sub-committees should contact presidents to get item on agenda.

Agenda to be published 1 week prior to meeting. A set period of time is reserved for “emergency items”

Use of agenda forms used by UMEC and the faculty senate

Yellow light motion for “discussion of agenda timing, maintaining flexibility, and process for “

Motion

Adoption of 7 key features of agenda setting outlined in presentation

- 1) Agenda form and approval of minutes form shall be based on the UMEC agenda forms



The University of Texas at Austin
Medical Education
Dell Medical School

Dell Medical Student Senate:

AGENDA

Date: **/**/****

Time: 8:00 am – 9:30 am

Location: HLB, Conf Rm ****

Meeting Type: Senate Meeting

Called By: *****

New Agenda Items: **/**/****	Prep Materials	Presenter	Time Allotted
1. Approve Minutes **/**/**** (prior meeting)	Item 1	****	5 min
2. Motion Items			
o Garrett’s Amazing Idea		Garrett	15 min
o Other Stuff			
3. Open Time			
4. Non-motion Items			
o Dell Med Coffee Break			5 min

2) Meetings shall take the following format:

I) Motion items

II) "Open-time" (no less than 10 minutes) /
emergency items,

III) Discussion / non-motion items



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o Other Stuff			
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o Dell Med Coffee Break			5 min

3) Prep items, presenter, and time limits for each agenda item will be stated on the agenda



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o Dell Med Coffee Break			5 min

4) Agenda is set by presiding presidents, in an alternating fashion, with assistance from 2 senate members in an alternating fashion as well.

5) To get item on agenda, sub-committees /
Senate member(s) should email presidents and
follow a "topic, time, motion, attachments"
format

Wanted to add "Dell Med Coffee Break" to the agenda. DMCB Committee (Virginia, Juan, and myself) will lead discussion:

Topic: "Future Plans for DMCB"

Time Requested: 10 minutes

Motion: None

Attachments: None |

Also, update on the "agenda" talk from my presentation:

Topic: "Setting of Senate Agenda"

Time Requested: 20 minutes

Motion:

"Adoption of principles for agenda setting outlined in presentation, containing 7 key features"

Attachment: I have uploaded the slide-show to the DMS Senate Google Drive page under 2017 minutes. Titled "4/25/17 - Garrett - Agenda Setting"

6) Agenda to be published the Friday before the meeting with all attachments and proposed motions included.

7) Motion shall take effect at next senate meeting.

Disadvantages?

More preparation for each Senate meeting

Advantages?

More prepared for each Senate meeting

Motion

Adoption of 7 key guidelines of agenda setting outlined in presentation

Seven Key Features

- Agenda form and approval of minutes form shall be based on the UMEC agenda forms
- Meetings shall take a motion items, "open-time" (no less than 10 minutes) / emergency items, discussion/non-motion items chronologic order.
- Prep items, presenter, and time limits for each agenda item will be stated on the agenda
- Agenda is set by presiding presidents in an alternating fashion, with assistance from 2 senate members in an alternating fashion as well.
- Sub-committees should contact presidents to get item on agenda. (follow "topic, time, motion, attachments" format)
- Agenda to be published the Friday before the meeting with all attachments and proposed motions included.
- Motion shall take effect at next senate meeting.