

TITLE: Provide a brief title summarizing the motion that is being made.

Example: Motion to Change the Deadline for Student Course Withdrawals.

When appropriate, include in the title specific references to college policies or faculty bylaws that are being changed.

Example: Motion of the Curriculum Committee to change the committee's bylaws.

Change to Bylaws Article V, Section 3, B, 8

INTRODUCTION: Briefly summarize the intended outcome of the motion.

Example: The change in bylaws would give the Curriculum Committee a formal role in reviewing proposals to terminate academic programs.

Example: This motion would establish the 14th day of the semester as the last day that students may withdraw from courses.

MOTION: Include here the actual text of the motion that is being proposed.

Be sure to word the motion carefully as the Senate will consider the specific wording that is presented in this section. For clarification, you might wish to include copies of existing policies along with the proposed changes. Indicate changes by ~~crossing out~~ text that is to be deleted and underlining text that is to be added.

Example:

Current Policy:

Non-voting *ex-officio* members are the Provost and the Dean of the Libraries.

Proposed Change:

Non-voting *ex-officio* members are the Provost (or the Provost's designee), the Chief Information Officer (or the CIO's designee), and the Director of Teaching, Learning and Technology. ~~and the Dean of Libraries.~~

RATIONALE: Offer a brief summary of arguments in support of the motion.