- **New Business**: These are either **information items** or **action items** presented to the Senate. Fifteen minutes, total, are allowed for new business. This includes the time for both the presentation and discussion/questions.

- **Old Business**: These are action items that come back to Senate for a vote. They are fifteen minutes long, total, including presentation, discussion, and vote.

- **Information Items**: This is used to inform the Senators. It is only new business and never becomes old business. This means Senate never takes action on this item (i.e., Senate does not vote on an information item).
    - An example of an information item might be an update from The Dean of Students coming to Senate to inform us of a change occurring to Adaptive Services.

- **Action Items**: This is used to have the Senate act on an issue. Action items are first presented as new business, and then come back at the next meeting as old business. Action items require a vote by the Senate, at which time they become old business.
    - An example of an action item would be a Resolution in opposition to concealed carry of gun on FGCU campus. A resolution requires a majority vote of approval to pass.
    - Another example of an action item would be Bylaw changes to add the faculty from the School of Entrepreneurship as a unit. Bylaw changes require a two thirds approval vote to pass.
    - If an action item is approved, the Faculty Senate President notifies the BOT as well as the affected unit on campus. For example, the Sabbatical Guideline changes were sent to the Provost's office.

- **How do you bring something forward in Senate?**
    - Identify an issue that you feel affects the Faculty at FGCU. This can be an issue that concerns you, or, and issue that someone has brought to you.
    - Decide if this issue needs to be an information item or an action item.
    - Contact the Senate Officers and inform them of your intent. They will determine if the issue should be brought to the attention of a university Team, or be brought directly to Senate.
    - If the issue gets on the meeting calendar and present your issue as new business. If you are proposing and action item, have any related documents ready to send out for review with the Senate meeting agenda (e.g., have your resolution already drafted before the meeting).
    - Once it is presented, your issue/document becomes the Senate body's action item, and may develop and grow. Be prepared for ownership of your issue/document to be given to Senate if it is an action item.