



ROBERT'S RULES OF ORDER REFRESHER

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The purpose of the Rules is to promote cooperation and harmony in order to facilitate the transaction of business. The rules ensure that all members will have equal rights, privileges, and obligations. The majority has the right to decide, while still protecting the rights of the minority.

Definitions

- Motion – topic under discussion
- Quorum – minimum number of members required to conduct business. 2/3 is the requirement per our bylaws
- Chair – refers to the President of the Senate

Things to remember

- Everyone has the right to participate in discussion, prior to anyone speaking for a second time.
- Only one motion can be discussed at a time.
- A quorum must be present for the group to act. If there is not quorum, the only motions allowed are to recess or to adjourn.
- No one should speak until called upon by the chair.

Order of Business – our own agenda should fit within this order

- Call to Order
- Reading and approval of last meeting's minutes
- Reports of Special Committees
- Special Order
- Unfinished Business
- New Business

Voting

- Aye/no voting can be used unless a 2/3 vote is required.
- Show of hands or rising are both acceptable for a 2/3 vote.
- Chair should always ask for those opposed to ensure validity of results.
- Chair announces the results of the vote, either “The motion is carried” or “The motion is lost.”
- Tie vote is a failed vote. The President may vote to break or make the tie vote.
- The chair may vote any time that it will affect the outcome.

Debate

- The proposer of the motion has first right to debate.
- All discussion must be germane, or related to, the motion at hand.
- You can only speak twice on the same question during the same day.
- The chair must remain strictly impartial during discussion.

Minutes

- The Minutes ought to record what was done, not everything that was said.
- Can be corrected at any time that a mistake is discovered, even if it is years later.

MORE ON MOTIONS...



Motions

- Require a second.
- Each motion **MUST** be disposed of (passed, defeated, referred to a committee, or postponed indefinitely).
- The most commonly used motions are as follows: Main Motions, Motion to Amend, Call for the Question, Refer to a Committee, To Lay on the Table, Withdraw a Motion, Adjourn.

Categories of Motions

- Main: brings a business consideration before the assembly, is debatable.
- Motions that bring a question again before the assembly: brings a question that has already been considered back to the assembly, sometimes debatable. Example: to reconsider
- Incidental: incidental to pending business, not debatable. Example: to withdraw a motion
- Subsidiary: assist in treating or disposing a main motion, sometimes debatable. Example: to amend
- Privileged: do not relate to pending business. Example: to recess

Amending a Motion

- A Motion to Amend changes the language of the Main Motion.
- You can insert, add, strike out, strike out and insert, or substitute.
- We must vote on the Motion to Amend, prior to voting on the actual Amended Motion.

Definitions of Motions

- Call for the Question: a vote to stop debate and immediately begin a vote.
- Call for the Division of the House: questions results of a vote, can interrupt the speaker.
- Refer to a Committee: allows for additional information or study of the issue before voting, should include details of who will be the committee.
- Tabling a Motion/Lay on the Table: this is not postponing indefinitely, but rather tabling for a definite time before it will be revisited.
- Rise to a Point of Order: used to correct a mistake in procedure, can interrupt a speaker. Primarily the responsibility of the Parliamentarian.
- Out of Order: Motion outside of the scope of the organization or in conflict with the bylaws.

ANY QUESTIONS?

