

Robert Rules of Order newly revised 11th Edition

SUA Presentation January 14th, 2014

Presented by SUA Chair Umer

SUA Bylaws page 7

16. Parliamentary Procedure

A. In all cases not provided for in these Rules, the authority shall be Roberts Rules of Order Revised.

I. At least one copy of the version of Roberts Rule being used by the Assembly shall be available for reference at the Student Union Building during typical operational hours.

- ▶ Definition
 - ▶ Correct rules for conducting a successful meeting.
- ▶ Four goals of Parliamentary Procedure
 - ▶ Extend courtesy to everyone.
 - ▶ Focus on one thing at a time.
 - ▶ Observes the rule of the majority.
 - ▶ Ensures the rights of the minority.

PARLIAMENTARY PROCEDURE

- ▶ Official Rule Book is *Robert's Rules of Order*.
- ▶ Written by U.S. Army general Henry Martyn Robert.



- ▶ What is a quorum?
 - ▶ $\frac{1}{2}$ of the members in a assembly plus 1.
 - ▶ Minimum number of members there must be in order for official business to take place.
- ▶ What is a majority?
 - ▶ $\frac{1}{2}$ of members present at any meeting plus 1.
 - ▶ Minimum number of members that must vote for a motion for it to pass.

- ▶ There are four methods of voting.
 - ▶ Voice
 - ▶ Standing/raise of hands
 - ▶ Roll Call
 - ▶ Secret Ballot
- ▶ Can the chairman vote?
 - ▶ YES, in order to force a tie or to break one if they are a member of the group.

PARLIAMENTARY PROCEDURE BASICS

- ▶ Only one topic at a time can be discussed.
- ▶ The person who makes a motion has the right to discuss it first.



▶ The Gavel

- ▶ A symbol of power and authority.
- ▶ Used by the presiding officer to give instructions to the members.
- ▶ The number of taps have a specific meaning.



▶ One Tap

- ▶ Follows the announcement of adjournment.
- ▶ Completion of a business item.
- ▶ Members to be seated.

▶ Two Taps

- ▶ Call the meeting to order.

▶ Three Taps

- ▶ All members to stand.

▶ Series of Taps

- ▶ Restores order to a meeting.

ORDER THE BUSINESS

- ▶ A meeting should have a set agenda.
- ▶ Purpose is of the Order of Business (Agenda) is to keep the meeting moving forward.
- ▶ The agenda forms the framework for the development of a good business meeting

TYPES OF MOTIONS

- ▶ Main Motions
- ▶ Subsidiary Motions
- ▶ Privileged Motions
- ▶ Incidental Motions
- ▶ Motions That Bring a Question Again Before the Assembly

Main Motions

MAIN MOTIONS

- ▶ Purpose:
 - ▶ Used to introduce new ideas to the meeting.
- ▶ Must be stated in the form:
 - ▶ I move that
 - ▶ I move to
- ▶ Cannot be in a negative form.
- ▶ Requires a second.
- ▶ Amendable
- ▶ Debatable
- ▶ Majority Vote

MAIN MOTIONS

- ▶ Main Motions that are not legal:
 - ▶ Break any local, state, or national law.
 - ▶ One that brings up a previously failed motion.
 - ▶ Items that are out of the power of the group.
 - ▶ Negative motions.
 - ▶ Political & religious support.

MAIN MOTIONS

- ▶ The person who makes a motion cannot speak against it.
- ▶ Main motions can be reconsidered.
- ▶ Cannot interrupt another speaker.
- ▶ Proper Example:
 - ▶ Mr. Chair, I move that the assembly hold a retreat for all SUA members.

STEPS TO HANDLING A MAIN MOTION

- ▶ Stand
- ▶ Ask to be recognized by the Chair.
- ▶ Chair recognizes you by name.
- ▶ Motion is correctly stated.
- ▶ Motion is seconded.
- ▶ Motion is repeated by Chair.
- ▶ Motion is discussed.
- ▶ Chair restates motion.
- ▶ Motion is voted upon.
- ▶ Results of vote announced by Chair.

▶ **Making Motions (Questions to Assembly)**

▶ **Principal or Main Motions**

- ▶ **A motion is a proposal for action by the group. Only one main motion can be considered at a time. The motion must be germane to the Agenda Item.**

- ▶ **When a motion has been made, seconded and stated by the chair, the assembly is not at liberty to consider any other business until this motion has been disposed of.**

- ▶ **All motions must be seconded.**

- ▶ **The mover cannot withdraw his motion or the second after it has been**

- ▶ **stated by the Chair. It now belongs to the assembly**

Seconding A Motion

In general all important motions should be seconded, which may be done without rising or addressing the chair.

- If the mover changes the motion **before the chair states the motion** the member who made the second can withdraw it because he or she may longer agree with the new motion.
- A second merely implies that the seconder agrees that the motion should **come before the meeting** and not that he or she necessarily favors the motion.

MAKING A MOTION

- ▶ Should be well thought out before speaking

- ▶ **Example:**

“A motion has been made and seconded to have an open house and offer sodas as refreshments”.

Example of Voting on a Main Motion

First Member: A motion has been made and seconded to have an open house and offer sodas as refreshments.

Second Member: I second the motion

Chair: A motion has been made and seconded to have an open house and offer sodas as refreshments.

Is there any discussion?

There being NO discussion, any objections to approving motion by consensus, if objection, then roll call vote.

PROCEDURE FOR DEBATE

- ▶ Page 387 maximum time for each speech up to 10 minutes unless consent of assembly
- ▶ Page 388 Rights in regard to debate are not transferable. * a member cannot yield any unexpired portion of their time to another member, or reserve any portion of their time to another member, or reserve any portion of this time for a later time, if a member yields the floor before speaking their full ten minutes, they are presumed to have waived their right to the remaining of time.
 - ▶ Request for information – if a speaker yields to another member for a question, the time consumed by the question is charged to the speaker
- ▶ Page 389 no member may speak more than twice to the same question on the same day including presiding officer
 - ▶ By asking a question or making a brief suggestion is not counted in speaking in debate nor is making a secondary motion counted as speaking in debate unless the member makes no comment on the pending motion

DECORUM IN DEBATE PGS 391- 394

- ▶ Confining Remarks to the Merits of the Pending Question
- ▶ Refraining from Attacking a Members Motives
- ▶ Addressing all remarks through the Chair
- ▶ Avoiding the use of members names
 - ▶ “the member who spoke last,” or, “the delegate from college 11”
- ▶ Refraining from speaking adversely on a prior action not pending
- ▶ Refraining from speaking against ones own motion
 - ▶ Should advise to withdraw their motion
- ▶ Reading from reports, quotations, etc, only without objection or with permission from assembly
 - ▶ Its an abuse of speaking privileges
- ▶ Being seated during an interruption by the chair
- ▶ Refraining from disturbing the assembly

RESERVE A MOTION

- ▶ “I reserve my right to make a motion,” or , “I reserve a point of order”
- ▶ If a member has a pending motion, and wants to express it during their speech, they must reserve their right to make that motion, if they intend to speak
 - ▶ However, if they do make the motion, they automatically become the first speaker on stack
- ▶ Pg 250 line 28 if a member is unsure of his point or wishes to hear what the maker has to say or has a question they have to say on behalf of the question before pressing on the motion
 - ▶ They must either withdraw or make the motion

VOTING 407-429

- ▶ One person, one vote. Even if a member is elected or appointed to more than one position
- ▶ Rule against explanation by members during voting
 - ▶ A member has no right to explain their vote during voting
- ▶ Changing ones vote
 - ▶ A member has a right to change their vote up to the time the results are announced, after, they can only change their vote with unanimous consent of the assembly
- ▶ Voting by ballot
 - ▶ Can be used in election of officers or new members or any vote related to charges or proposed charges before or after a trial of a member or any officer should always be by ballot. In this case, the Chair may vote
- ▶ Voting requirements based on members present
 - ▶ ***Abstentions in such cases has the same effect as a negative vote, these bases deny members the right to maintain a neutral position by abstaining.
- ▶ Voting requirements based on total membership
 - ▶ *** not ideal for the SUA since every motion would require a supermajority

Subsidiary Motions

AMENDING TO MOTIONS

To Amend: This motion is “to change, add, or omit words in the original Main Motion.

It must be seconded, is debatable and amendable.

- Must be Germaine to the Main Motion
- Voting on the amendment is FIRST; then on the Main Motion.
- Rejection of an Amendment leaves the pending motion worded as it was before the amendment was offered.
- Another Amendment is in order but must be made before voting on Main Motion.

Sample of Voting on a Motion with an Amendment

Member: Mr. Chair, I move to Amend the Main Motion by adding the words “and food”.

Member: I second the motion

Chair: “There is a motion and a second to amend the main motion by adding the words „and food” ”. “Is there **discussion?**” There being **NO** discussion we will first vote on the amendment which is to add the words “and food”. All those in favor signify by saying aye. Those opposed say nay. The ayes have it, the amendment is approved.

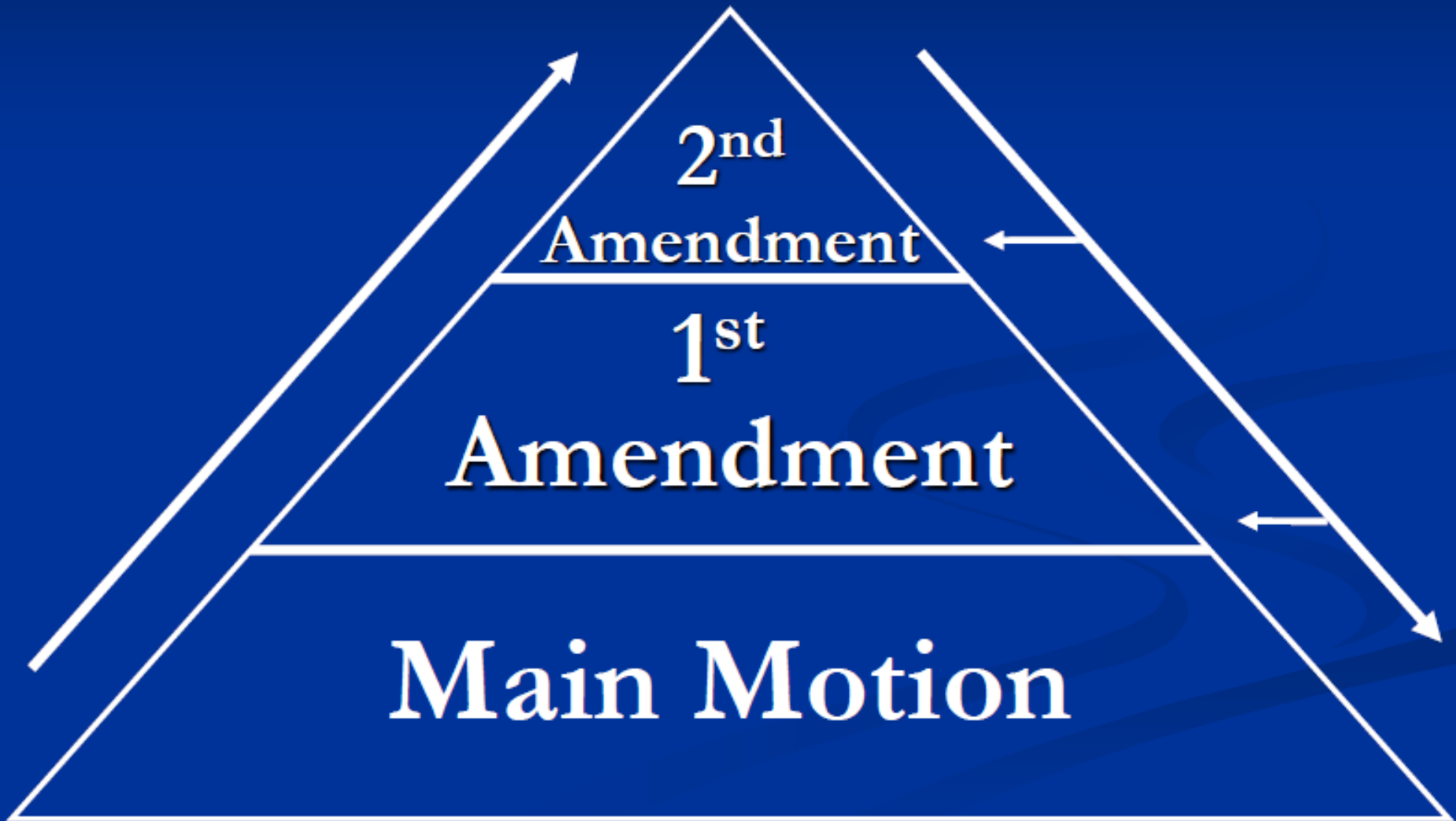
Now we will vote on the Main Motion, as amended, and that is to have an open house to recruit new members and offer sodas as refreshments and food. All those in favor signify by saying aye. Those opposed by saying nay. The ayes have it, motion passes.

AMENDING THE AMENDMENT

This is a motion to change, add, or omit words in the **first amendment**; it must be seconded and is debatable: majority votes.

- Must pertain or be germane to the Amendment to which it is attached
- No more than two Amendments can be considered by the Assembly at the same time
- At least one of the Amendments must be dispensed before considering a new Amendment

CONTINUE..



POSTPONE DEFINITELY

- ▶ Purpose:
 - ▶ Allow for the motion on the floor to be deferred to a different day, meeting, or until after a certain event.
- ▶ Requires a second
- ▶ Amendable
- ▶ Debatable
- ▶ Majority Vote
- ▶ Cannot interrupt another speaker
- ▶ Proper Example:
 - ▶ Mr. Chair, I move to postpone this motion until the March Regular Meeting.

POSTPONE INDEFINITELY

- ▶ Purpose:
 - ▶ To kill a main motion.
- ▶ Requires a second
- ▶ Not amendable
- ▶ Debatable
- ▶ Majority Vote
- ▶ Cannot interrupt another speaker
- ▶ Can be reconsidered only if passed
- ▶ Proper Example:
 - ▶ Mr. Chair, I move to postpone this motion indefinitely.

LAY ON THE TABLE

- ▶ Purpose:
 - ▶ To defer action on the motion until later in the meeting or until the next meeting.
- ▶ Requires a second
- ▶ Not amendable
- ▶ Not debatable
- ▶ Majority Vote
- ▶ Cannot interrupt another speaker
- ▶ Proper Example:
 - ▶ Mr. Chair, I move to lay this motion on the table.

REFER TO COMMITTEE

- ▶ Purpose:
 - ▶ Used to send a pending question to a small group so that the question may be carefully investigated.
- ▶ Requires a second
- ▶ Amendable
- ▶ Debatable
- ▶ Majority Vote
- ▶ Cannot interrupt another speaker

PREVIOUS QUESTION/CALL THE QUESTION

- ▶ Purpose:
 - ▶ To force an immediate vote on the motion.
- ▶ Requires a second
- ▶ Not amendable
- ▶ Not debatable
- ▶ 2/3 Majority Vote
- ▶ Cannot interrupt another speaker
- ▶ Proper Example:
 - ▶ Mr. Chair, I move the previous question.
 - ▶ Mr. Chair, I call for the previous question.

LIMIT OR EXTEND DEBATE

- ▶ Purpose:
 - ▶ To limit or lengthen the time allowed for discussion on a motion when it is clear that there will be an excessive amount of discussion or when the amount of time for the meeting is limited.
- ▶ Requires a second
- ▶ Amendable
 - ▶ Amount of time or number of speakers only
- ▶ 2/3 Majority Vote
- ▶ Cannot interrupt another speaker

LIMIT OR EXTEND DEBATE

- ▶ Maker of the motion must specify:
 - ▶ The amount of time
 - ▶ The number of speakers that can debate the motion.
- ▶ Proper Examples:
 - ▶ Mr. Chair, I move that we limit debate on this motion to 3 discussions for the motion and 3 discussions against the motion.
 - ▶ Mr. Chair, I move to limit debate to a minimum of 5 minutes.

Privileged Motions

FIX TIME TO WHICH TO ADJOURN

▶ Purpose:

- ▶ To set the time, and sometimes the place for another meeting to continue business of the session.
- ▶ Requires a second
- ▶ Amendable
- ▶ Not debatable
- ▶ Majority Vote
- ▶ Cannot interrupt another speaker
- ▶ Proper Example:
 - ▶ Mr. Chair, I move to postpone the pending resolution to the adjourned meeting set for next month

ADJOURN

- ▶ Purpose:
 - ▶ To end the meeting.
- ▶ Needs a second
- ▶ Not amendable
- ▶ Not debatable
- ▶ Majority Vote
- ▶ Cannot interrupt another speaker
- ▶ Proper Example:
 - ▶ Mr. Chair, I move to adjourn.

RECESS

- ▶ Purpose:
 - ▶ This allows for a short break in the meeting.
- ▶ Needs a second
- ▶ Amendable
- ▶ Debatable
- ▶ Majority Vote
- ▶ Cannot interrupt another speaker
- ▶ Must specify the length of time in the motion
- ▶ Proper Example:
 - ▶ Mr. Chair, I move to take a 5 minute recess.

RAISE A QUESTION OF PRIVILEGE

- ▶ Purpose:
 - ▶ Allows for people in the group to ask for changes in the temperature, for ideas to be clarified, for motions to be explained, for others to repeat their discussion or motions, and anything that may help the meeting run smoothly.
- ▶ Does not need a second
- ▶ Not amendable
- ▶ Not debatable
- ▶ No vote, Chair's decision
- ▶ Can interrupt another speaker

RAISE A QUESTION OF PRIVILEGE

- ▶ Proper Example:

- ▶ Mr. Chair, I rise to a question of privilege.
- ▶ Chair says, “State your question”
- ▶ Then the member says whatever they have to and the Chair decides on whether it will be allowed or not.

CALL FOR THE ORDERS OF THE DAY

- ▶ Purpose:
 - ▶ Forces the group to return to the set agenda, without finishing the current business.
- ▶ Does not require a second
- ▶ Not amendable
- ▶ Not debatable
- ▶ 2/3 Majority Vote Against to Fail
- ▶ Can interrupt another speaker

CALL FOR THE ORDERS OF THE DAY

- ▶ Can only be made on motions that are not on the set agenda for that meeting.
- ▶ Proper Example:
 - ▶ Mr. Chair , I call for the orders of the day.
 - ▶ The chair should say, orders of the day has been called. All those who wish to return to the orders of the day, raise your hand. All those opposed to returning to the orders of the day, same sign.

Incidental Motions

APPEAL

- ▶ Purpose:
 - ▶ To reverse the decision of the chair, after they have made an error.
- ▶ Requires a second
- ▶ Not amendable
- ▶ Debatable
 - ▶ Only motion where the Chair can discuss
- ▶ Majority Vote
- ▶ Can interrupt another speaker

APPEAL

- ▶ Most of the time you should support the decision of your Chair.
- ▶ Proper Example:
 - ▶ Mr. Chair, I appeal the decision of the chair.
 - ▶ Chair should say, “Appeal the decision of the chair has been called, all those who wish to uphold the decision of the chair say yea, all opposed nay.”

DIVISION OF THE ASSEMBLY (VOICE VOTE/HANDS)

- ▶ Purpose:
 - ▶ Forces an immediate revote by rising or roll call
- ▶ Does not require a second
- ▶ Not amendable
- ▶ Not debatable
- ▶ No vote needed
- ▶ Can interrupt a speaker
- ▶ Proper Example:
 - ▶ Can be made by saying “division” loud enough for the entire group to hear.
 - ▶ Or by standing and saying “I call for a division of the assembly”
 - ▶ → move into roll call vote

DIVISION OF A QUESTION

- ▶ Purpose:
 - ▶ Allows a motion that has been made to be spilt into two different motions.
- ▶ Can only be made on motions that have two main ideas that are not dependent on each other.
- ▶ Does not require a second
- ▶ Not debatable
- ▶ Not amendable
- ▶ No vote required
- ▶ Cannot interrupt another speaker

DIVISION OF A QUESTION

- ▶ Proper Example:
 - ▶ Motion on the floor:
 - ▶ I move that the assembly have a retreat on March 1st for all members and to have a basketball tournament.
 - ▶ Mr. Chair, I move that we divide this question into two motions. The first stating we have a retreat on March 1st and the second that we have a basketball tournament.

PARLIAMENTARY INQUIRY

- ▶ Purpose:
 - ▶ To obtain information on a matter of parliamentary law .
- ▶ Does not require a second
- ▶ Not amendable
- ▶ Not debatable
- ▶ No vote required
- ▶ Can interrupt another speaker
- ▶ Proper Example:
 - ▶ Mr. Chair, I rise to a parliamentary inquiry.
 - ▶ Chair says, “The member will state the inquiry”
 - ▶ Then the member state the question.

POINT OF ORDER

- ▶ Purpose:
 - ▶ Used when a member thinks that the rules of the group or the rules of parliamentary procedure are being violated.
- ▶ Does not require a second.
- ▶ Not amendable
- ▶ Not debatable
- ▶ Chair decides on verdict
- ▶ Can interrupt another speaker
- ▶ Proper Example:
 - ▶ Mr. Chair, I rise to a point of order
 - ▶ Chair says, “State your point”
 - ▶ After member state point, Chair says “your point is well taken” or “Your point is not well taken”.

SUSPEND THE RULES

- ▶ Purpose:
 - ▶ Allows the chapter to break the rules of parliamentary procedure, or the current constitution for a short period of time.
- ▶ Requires a second
- ▶ Not amendable
- ▶ Not debatable
- ▶ 2/3 Majority Vote
- ▶ Cannot interrupt another speaker
- ▶ Proper Example:
 - ▶ Mr. Chair, because of the lack of time tonight, I move to suspend the rules and move directly to new business.

WITHDRAW A MOTION

- ▶ Purpose:
 - ▶ Allows for the maker of a motion to completely take it off the floor for discussion.
- ▶ No second required
- ▶ Not amendable
- ▶ Not debatable
- ▶ If made before the Chair first states the motion, it is automatically withdrawn with no second or vote.

WITHDRAW A MOTION

- ▶ If made after the Chair first states the motion, the following steps must be taken:
 - ▶ Chair must ask if anyone objects to the maker withdrawing the motion
 - ▶ If someone objects....
 - ▶ Must be seconded and passes with majority vote.
 - ▶ If no one objects....
 - ▶ The motion is automatically withdrawn.
- ▶ Cannot be made after discussion had begun.
- ▶ Proper Example:
 - ▶ Mr. Chair, I would like to withdraw my motion.

Motions That
Bring a Question
Again Before the
Assembly

RECONSIDER

- ▶ Purpose:
 - ▶ To reevaluate a decision made earlier.
- ▶ Requires a second
- ▶ Not amendable
- ▶ Debatable
- ▶ Majority Vote
- ▶ Cannot interrupt another speaker
- ▶ If passed, the motion to be reconsidered is handled as if it were never voted on.
- ▶ Can only be made by a person who voted on the winning side.

RECONSIDER

- ▶ Motions that can be reconsidered:
 - ▶ Main Motions
 - ▶ Amendments
 - ▶ Refer to Committee
 - ▶ Postpone Definitely
 - ▶ Previous Question
 - ▶ Extend/Limit Debate
 - ▶ Appeal
 - ▶ Fix Time to Adjourn

RECONSIDER

- ▶ Motions that can be reconsidered if the passed:
 - ▶ Postpone Indefinitely
- ▶ Motions that can be reconsidered if the failed:
 - ▶ Object to Consideration of Question
 - ▶ Rescind
- ▶ Proper Example:
 - ▶ Mr. Chair, I move to reconsider the motion to have a retreat on March 1st for all SUA members.

RESCIND

- ▶ Purpose:
 - ▶ To repeal a previous action.
- ▶ Requires a second
- ▶ Amendable
- ▶ Debatable
- ▶ 2/3 Majority Vote without prior warning
- ▶ Cannot interrupt another speaker
- ▶ Proper Example:
 - ▶ Mr. Chair, I move to reconsider the motion to have a retreat on March 1st for all SUA members.

COMMON MISTAKES

Friendly Amendments?

- There are NO friendly or unfriendly amendments.
- Once a motion has been moved, seconded, and repeated by the chair, you do not need the permission of the original mover or from the one who seconded to amend the motion. Motion now belongs to the Assembly.

Question:

Is it true that the Chair can vote only to break a tie?

Answer:

NO. If the Chair is a member of the assembly, he or she has exactly the same rights and privileges as all other members have, including the right to make motions, speak in debate and to vote on all questions. However, the impartiality required of the presiding officer precludes exercising these rights **while presiding**, and also requires refraining from voting except:

(i) When the vote is by ballot, or

(ii) Whenever his or her vote will affect the result (May vote to break a tie or to create a tie but not twice).

- ▶ However, the impartiality required of the presiding officer of any other type of assembly (especially a large one) precludes exercising the rights to make motions or speak in debate while presiding, and also requires refraining from voting except (i) when the vote is by ballot, or (ii) whenever his or her vote will affect the result.
- ▶ When will the chair's vote affect the result? On a vote that is not by ballot, if a majority vote is required and there is a tie, he or she may vote in the affirmative to cause the motion to prevail. If there is one more in the affirmative than in the negative, the chair can create a tie by voting in the negative to cause the motion to fail. Similarly, if a two-thirds vote is required, he or she may vote either to cause, or to block, attainment of the necessary two thirds.
- ▶ Page 406 lines 1-5

Question: Is it true that, once a QUORUM has been established, it continues to exist no matter how many members leave during the course of the meeting?

■ **Answer:** YES, until quorum is CHALLENGED. Once a quorum at a meeting has been established, the continued presence of a quorum is presumed to exist until the chair or any other member notices that a quorum is no longer present. If the chair notices the absence of a quorum, he or she should declare this fact before taking a vote on a pending motion. Any member can make a **Point of Order** stating quorum has been lost. The Chair must stop all debate and not entertain any motions until quorum is reconfirmed. If quorum is lost the Assembly adjourns. Although a **Point of Order** relating to the absence of a quorum is generally not permitted to affect prior action, if there is clear and convincing proof no quorum was present when business was transacted, the presiding officer can rule that business invalid (subject to appeal).

Question: Is a member who voted in favor of an amendment obligated to vote in favor of the Main Motion?

- **Answer: No.** A member's vote on an amendment does not obligate him or her to vote in a particular way on the main motion to which the amendment applies; he or she is free to vote as they please on the main motion, whether it is amended or not.

CAN EX-OFFICIO MEMBERS VOTE, AND ARE THEY COUNTED IN DETERMINING WHETHER A QUORUM IS PRESENT?

- ▶ Without exception, ex-officio members of boards and committees have exactly the same rights and privileges as do all other members, including, of course, the right to vote. There are, however, two instances in which ex-officio members are not counted in determining the number required for a quorum or in determining whether or not a quorum is present. These two instances are:
 - ▶ 1. In the case of the Chair, whenever the bylaws provide that the Chair shall be an ex-officio member of all committees (or of all committees with certain stated exceptions); and
 - ▶ 2. When the ex-officio member of the board or committee is neither an ex-officio *officer* of the board or committee nor a member, employee, or elected or appointed officer of the society (for example, when the governor of a state is made ex officio a member of a private college board).

DO ABSTENTION VOTES COUNT?

- ▶ In the usual situation, where either a majority vote or a two-thirds vote is required, abstentions have absolutely no effect on the outcome of the vote since what is required is either a majority or two thirds of the votes cast. On the other hand, if the vote required is a majority or two thirds of the members *present*, or a majority or two thirds of the entire membership, an abstention will have the same effect as a “no” vote. Even in such a case, however, an abstention is not a vote and is not counted as a vote.
- ▶ Page 407 lines 10-30

ISN'T IT NECESSARY TO SUMMARIZE MATTERS DISCUSSED AT A MEETING IN THE MINUTES OF THAT MEETING IN ORDER FOR THE MINUTES TO BE COMPLETE?

- ▶ Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not a record of what was said.

FOR MORE INFORMATION

- ▶ <http://www.robertsrules.com/faq.html#6>
- ▶ <http://www.slideshare.net/mrobledo04/mancera-parliamentary-procedures-eminar>
- ▶ <http://www.slideshare.net/jaredram55/parliamentary-procedure-12013227#>