

## Roberts Rules of Order

### ROLE OF MEMBERS:

- Speak only when recognized, unless making an interrupting motion.
  - Speak to or through the chair.
  - Avoid using a member's name in debate. (You can refer to them as: my colleague, the VP...)
  - Do not speak against your own motion; you can speak against a motion you seconded.
  - Do not attack a member's motives or use words such as lie, liar, or fraud. Address the motion, not the member.
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### BASIC PRINCIPLES:

- All members have equal rights, privileges and obligations
  - No person can speak until recognized by the chair.
  - Personal remarks during debate are out of order.
  - Only one question at a time may be considered, and only one person may have the floor at any one time.
  - Members have a right to know what the immediately pending question is and to have it restated before a vote is taken.
  - Full and free discussion of every main motion is a basic right.
  - A quorum must be present for business to be conducted.
  - A majority decides a question except when basic rights of members are involved, or a rule provides otherwise.
  - A 2/3 vote is required for any motion that deprives a member of right in any way (e.g., cutting off debate).
  - Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
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### DEFINITIONS:

**Motion:** A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with "I move that..."

- Should be concise, detailed, and specific.

**Second:** A statement by a member who agrees that the motion made by another member be considered. Stated as "Second," or "I second the motion."

**Quorum:** Minimum number of members who need to be present for the meeting to proceed. (See UWSA's by-laws on this matter below.)

- 40.09 a) The Quorum for the transaction of business at any meeting of Members is fifty (50) Members (PUBLIC SESSION.)
- Bylaw 60.07 a) A Quorum of the Board for the purpose of transacting business shall be a half of the total currently sitting Director positions plus one (1). (IN-CAMERA)

**Voting:** (See UWSA’s by-laws on this matter below.)

- 60.06 **a)** Each Director has one vote. **b)** Questions arising at any Board meeting shall be decided by a Simple Majority of votes, except as otherwise provided in these By-laws or in a Policy passed under these By-laws. **c)** In the event of a tie, a single revote shall be held and if another tie results, the motion will be defeated. **d)** The Chair/Facilitator shall not have a second or casting vote.

**Amendment:** Needs to be germane (has to relate to the motion), used to change or add words to improve the motion. Before the vote is taken on a motion, it may be amended by:

- Striking out words.
  - Removes word(s) from motion.
- Inserting or adding words.
  - Adds a word to the motion.
- Striking out words and inserting others in their place.
- Substituting one (1) paragraph or resolution for another.

**Commit or Refer:**

- Sends the motion to a committee for further research or refinement.

**Order of Precedence:** a logical order for considering main motions, subsidiary motions, and privileged motions. Defines which motions “precedes” other motions.

### **HELPFUL TERMINOLOGY:**

- Recommendations, bylaws, rules, resolutions, budgets, and audits are **adopted**.
- Reports are **filed**.
- Resignations are **accepted**.
- Bills and minutes are **approved**.
- If corrections were made to the minutes, the minutes are then **approved as corrected**.
- Treasurer’s statement is neither approved nor adopted; but after questions are answered regarding any item as reported, it is **placed on file for audit** as stipulated in the bylaws.
- Motions are recorded as “**adopted**” or “**lost**.”
- Motions can be postponed to later in the meeting or to a later date and meeting. “**Tabled**.”

### **RULES FOR DEBATE:**

Special Rules: (UWSA Procedural Policies Board Meeting Procedures)

- Debate on a motion will be limited to 30 minutes unless extended. (Rule 3.4)
- A speakers list will be maintained. (Rule 4.2)
- Members may speak twice on each main motion. (Rule 4.2)
- Gender Parity will be observed. (Rule 4.4)

Rules of Debate: (RONR 12<sup>th</sup> ed)

- Speakers must seek recognition and speak only when recognized. (Rule 3:30)
- Speeches are limited to 10 minutes. (Rule 4:29)
- Speak to or through the chair. (Rule 3:12)
- Focus on the merits of the motion. (Rule 4:30)

Action...	What you say...	Do you need a vote on this? / Can you be interrupted to do so?
To start the meeting.	“We’re going to call the meeting to order at [insert time] ...”	No vote.
To end the meeting.	“I move that we adjourn.”	Secunder needed.
To move onto new business.	“Moving onto [item #] ...”	No vote.
To add something to the agenda.	“Do we have unanimous consent to add [business] to the agenda as [item #]?”	Ask if any are opposed. If none, it carries.
To make a comment about noise, or something that does not have to do with the meeting.	“Point of Privilege”	No vote or anything. You listen to the concern and decide how to move forward.
To end discussion of a business.	“I move that we end debate on (immediate question.)”  Or if there were subsidiary motions...  “I move that we end debate on all pending questions.”	Secunder needed. (All those opposed... wait, motion carries)
To vote on an item.	Always ask if there any opposed when moving anything.	Vote if opposed when asked if any are opposed.

	“I move that we accept this trade deal between A and B... all those opposed?”	Silence is in favor.
Lay on the table. To temporarily set the motion aside for urgent matters.	“I move that we table this matter until... new time and date.”	Secunder needed.
To bring up an item of business that was tabled.	“I move that we take from the table...”	Secunder needed. (All those opposed... wait, motion carries.)