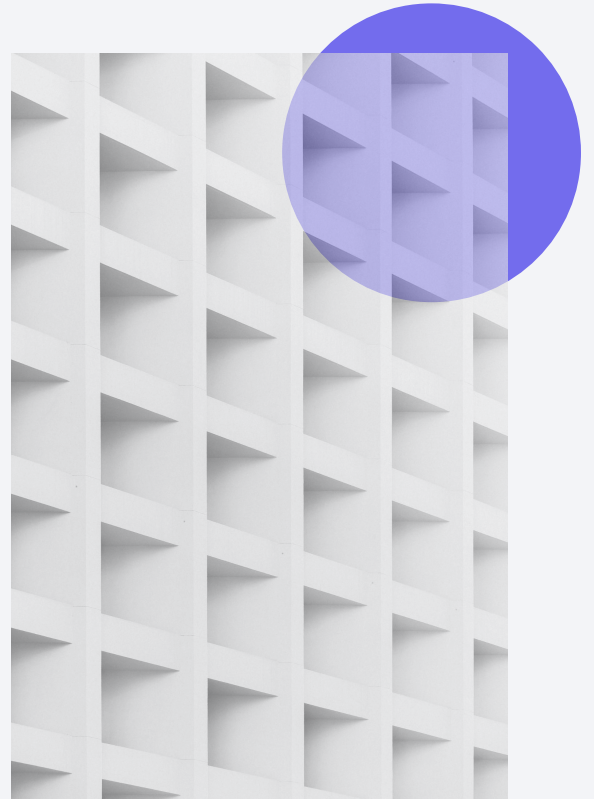


November 9, 2024

# Robert's Rules of Order



# Agenda

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## Purpose and Importance

The purpose of Robert's Rules of Order is to establish a framework for conducting meetings that promotes cooperation and harmony among members. It ensures that all individuals have equal rights to participate in discussions and decision-making processes. These rules balance the majority's right to decide with the minority's rights, fostering an environment of respect and fairness in group dynamics.

## Key Definitions



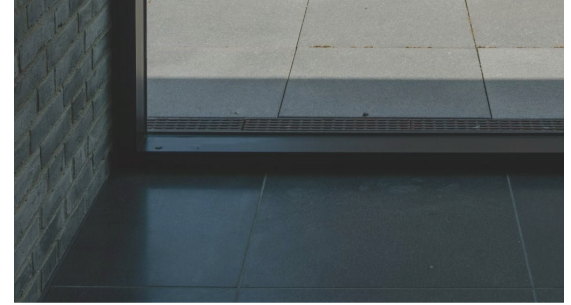
### Motion

A motion is a formal proposal for discussion and decision-making during a meeting, representing the topic under consideration.



### Quorum

A quorum is the minimum number of members required to be present for the assembly to conduct business, typically set at 2/3 in our bylaws.



### Chair

The Chair refers to the President of the Senate, responsible for overseeing the meeting and ensuring orderly conduct.

# Order of Business

● WE ARE HERE

## Call to Order

The Chair calls the meeting to order, establishing authority and signaling the start of proceedings. This step is crucial for maintaining order.

Minutes of Call to Order

## Reading Minutes

The minutes from the last meeting are read aloud for approval. Members can suggest corrections before they are formally adopted.

Approved minutes

## Committee Reports

Special committees present their findings. These reports may include recommendations for discussion or action by the assembly.

Committee reports

## New Business

Members introduce new items for discussion. This allows for fresh proposals or topics not previously addressed in the meeting.

List of new business items

● Voting

# Voting Procedures

## Types of Votes

Voting can be conducted using 'Aye' or 'No' votes for most motions, while a 2/3 majority is required for specific motions.

## Role of the Chair

The Chair oversees the voting process, ensuring fairness and clarity. The Chair must call for votes and announce the results.

## Handling Tie Votes

In case of a tie vote, the motion fails. The President may cast a tie-breaking vote if necessary.

## Voting Methods

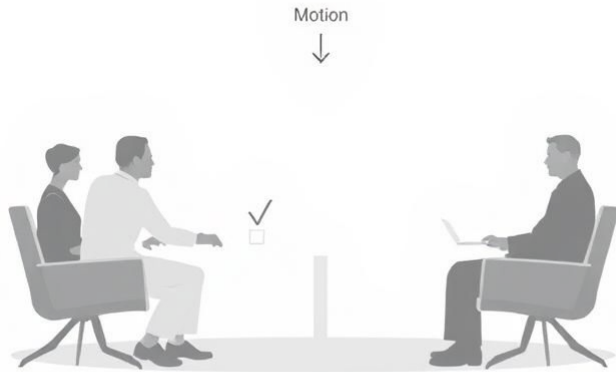
Votes can be taken by show of hands, rising, or voice. The Chair confirms the results by asking for those opposed.



## Debate Guidelines

- The proposer of the motion has the first right to debate, allowing them to present their case before others.
- Each member may speak only twice on the same question during the same meeting, ensuring that discussions remain focused and concise.
- All discussion must be germane to the motion at hand, meaning it should directly relate to the topic being debated.
- The chair must remain strictly impartial during the discussion, not taking sides or influencing the debate in any manner.

# Understanding Motions



## ■ Key Aspects of Motions

- Motions must receive a second from another member to indicate support for the discussion; this ensures that the motion is of interest to others in the group.
- Each motion must be disposed of in a clear manner, which can include passing, defeating, referring to a committee, or postponing indefinitely.
- This process encourages structured debate and decision-making, ensuring all members have a chance to participate before a final decision is made.



● Motions

## Categories of Motions

### Main Motions

Main motions introduce new business for discussion and require debate before a decision is made.

### Incidental Motions

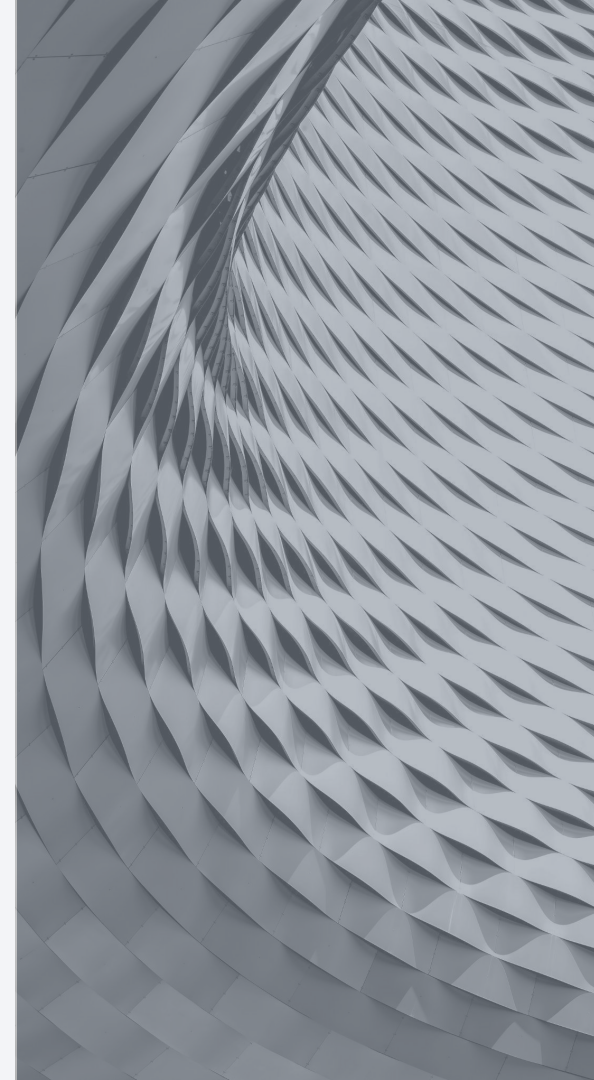
Incidental motions address issues that arise out of the business being discussed and do not require debate.

### Subsidiary Motions

Subsidiary motions assist in treating or disposing of a main motion, often allowing for further discussion or amendment.

### Privileged Motions

Privileged motions relate to urgent matters that require immediate attention and do not pertain to the current business.

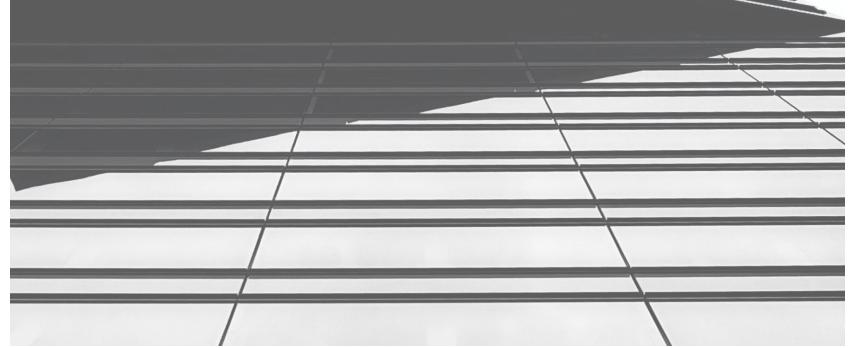


## Amending and Defining Motions



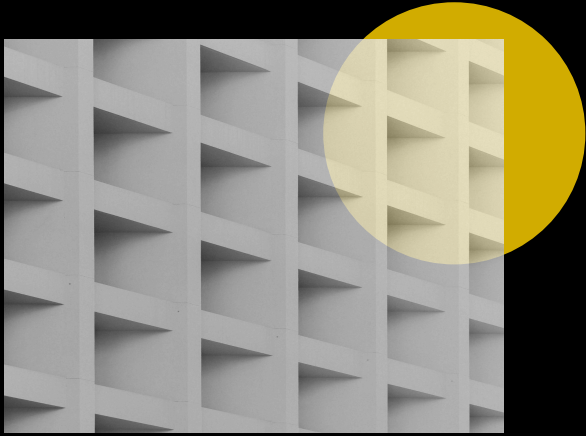
### How to Amend Motions

- A Motion to Amend changes the language of the Main Motion.
- Amendments can insert, add, strike out, or substitute text.
- Votes on the Motion to Amend occur before the main motion vote.



### Common Motion Types

- Call for the Question: Ends debate and initiates a vote.
- Rise to a Point of Order: Used to correct procedural mistakes.
- Refer to a Committee: Allows further study before voting.



Thank you.