

## Parliamentary Procedures & Robert's Rules for Meetings

### Order of Business/Agenda

#### **Call to order:**

The president must first determine if a quorum (membership) is present. A quorum is defined as the number of members who must be present in order for business to begin. After majority of membership/quorum, the President will say, "The meeting will come to order on DD/MM/YYYY at X:XX AM/PM. We will now proceed with roll call of our members." The President will then begin the meeting with Roll Call taken by Vice President of Communications.

#### **Reports of officers:**

The president says something along the lines of, "The next business in order is reports of the officers." Note: Officers are called on in the order they are listed on the agenda/bylaws. For example, the VP of Engagement reports at every meeting. In calling on the VP of Engagement and Advocacy, the President says, "Moving on to VP of Engagement and Advocacy's report" and so forth with the rest of the reports on the meeting agenda.

#### **Special Order:**

This section is implemented for any topics or orders that may not necessarily pertain to reports or business. An example of a special order is elections for positions. "We will now move on to special orders. First up, election of national student officer candidates. First candidate to speak is..."

#### **Business**

The president says, "We will now move to Business. First topic of discussion is..." After topics are done, the chairperson shall say, "Is there any business anyone would like to discuss?" By doing this, the President opens the floor for anyone to make a motion about a topic and open discussion for it. "Chairperson, I move that we implement this program to next year's conference." After hearing a "second" from someone else, the chairperson shall "would anyone like to speak on this matter?" After everyone is done speaking, the chairperson will continue to a vote.

#### **Adjournment**

After all business has completed and it is time to end the meeting, the President then says "This meeting is now adjourned at X: XX PM (say time zone)"

### Robert's Rules of Order

#### **General Rules:**

1. Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

2. Only one thing (motion) can be discussed at a time.
3. Silence in a meeting equates to consent. If no one objects or speaks, the chairperson shall assume that everyone agrees with the subject.

### **Motions:**

A motion is the topic under discussion (e.g., "I move that we add a coffee break to this meeting"). After being recognized by the president/chairperson, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. A second must be made by another delegate in the room by simply stating "Second." If there is no second, the matter is not considered.

You want to take a short break = **Move to recess for a set period.**

You want to end the meeting = **Move to adjourn.**

You have heard enough discussion = **Move to close the debate (also referred to as calling the question)**

### **Eight steps to a motion:**

1. A delegate makes the motion.
2. Another delegate seconds the motion.
3. The chair states the motion.
4. Members discuss the motion and amend it if they wish to do so.
5. When everyone has had a chance to speak once or twice, the leader states the motion again and calls for the vote.
6. Members vote.
7. The chair states what the result of the vote is whether the motion passes or fails, and what will happen next as a result.
8. The chair states the next item of business.

**Unanimous Consent:** If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes. (Ex: "I'd like to make a call for unanimous consent to adjourn this meeting. Hearing no objection, this meeting is now adjourned.")

### **Objections:**

You may INTERRUPT a speaker for these reasons only:

- to get information about business – **point of information** (to get information about rules)
- if you can't hear, safety reasons, comfort, etc. – **question of privilege.**
- if you see a breach of the rules – **point of order.**
- if you disagree with the president of the board's ruling – **appeal.**
- if you disagree with a call for Unanimous Consent – **object.**