

Robert's Rules of Order in Brief

SSCCC GA - NAP Membership Exam



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Parliamentary Words

Germane - bearing on whether the pending motion should be adopted

Quorum – more than $\frac{1}{2}$

Previous Notice – Alerts the voting members of a motion at next meeting.

Impartiality – perceived fair treatment

Acclamation – If only one candidate, chair declares the candidate elected (unless by ballot).



Phrasing - 1

- **Minutes:**
- *The Secretary will read the minutes.*
- (If previous meeting minutes not distributed.)
- *Are there any corrections to the minutes?*
- *If there are no corrections, the minutes will be approved.*

- **Reports:**
- *May we have the Treasurer's Report?*
- (Where are the recommendations placed in a report?)



Phrasing - 2

- **Unfinished Business:**

- *The first item of business is the motion on ...*
- *The next item of business is ...*

- **New Business:**

- *Is there any new business?*

- **Adjournment:**

- *Is there any further business?*
- *Since there is no further business, this meeting is adjourned.*



Phrasing – 3a

- **Handling a Motion:**
- *I move that ...* (a formal proposal)
- *Second* (Agrees with motion?)
- *It is moved and seconded that ...*
- *Are you ready for the question?* (Who speaks first?)
- *Is there any further debate?* (Only the merits of the motion.)
- *The question is on the adoption of the motion that ...*



Phrasing – 3b

- *Those in favor of the motion, say ‘aye’.*
(Majority vs 2/3 definition vs a tie?)
- *Those opposed say, ‘no’*
- *The ‘ayes’ have it, and the motion is adopted*
- *The next item of business is ...*
- *(The ‘noes’ have it and the motion is lost.*
- *The next item of business is ...)*
- *(Majority for election, if not reached – retake vote)*



Procedure 1

- **Unanimous Consent:**
Is there any objection to ...
- If there is no objection, the motion is adopted.
- (I object. Follow the 6 steps to handling a motion.)

- **Voting:**
- *Division*
- *Division has been called for. (So do what?)*
- *Those in favor of the motion, will rise. Please be seated.*
- *Those opposed will rise. Please be seated.*



Procedure 2

- **Nominations from the floor:**
- *Nominations are now in order for the office of XYZ.*
- *I nominate _ (Is a Second needed?)*
- *Are there further nominations. If not, nominations are closed.*
- **Nominations Committee:**
- *Mr. President, the Nominating Committee submits the following nominations: For President, Ms. __, ...*
- *For President, Ms. __ is nominated by the committee.*
- *Are there further nominations for President?*



Procedure 3

- **Ranking Order of Rules
(Low Cost Books Restart Student Careers)**
- Laws - Federal and State
- Corporate Charter – incorporation
- Bylaws or Constitution – define the organization
- Rules of Order (Special Rules of Order; Parliamentary Authority)
- Standing Rules – administrative details
- Customs



Motions 1

- **Limit or Extend Limits of Debate:**

- *I move that debate on the pending amendment, each member be limited to (number of speeches or number of minutes).*
- *I move that at XX am/pm debate be closed and the question on the motion be put to a vote.*

- **Previous Question:**

- *I move the previous question.*
- *(I call the question. I move we vote now.)*
- *(‘Question’ without recognition never in order.)*



Motions 2

- **Amendments:**

- *I move to insert the words ‘...’ before the words ‘...’.*
- *I move to add the words ‘...’.*
- *I move to strike out the words ‘...’.*
- *I move to strike out the words ‘...’ and insert the words ‘...’.*

- **Postpone to a Certain Time:**

- *I move to postpone the motion until XX am/pm.*
- *I move to postpone the motion until the next meeting.
(And never beyond.)*



Motions 3

- **Refer: (Standing vs Special Committee)**
- *I move that the motion be referred to the XYZ Standing Committee and the committee be instructed to report at the next meeting. (By bylaw or motion)*
- *I move to refer the motion to a committee of ___ members; the chair to be Mr. ___;*
- *The other members to be ___, ___, and ___; to instruct the committee to do ___, and report at the ___ meeting.*



Motions 4

- **Reconsider:**

I move to reconsider the vote on the motion relating to ... I vote on the prevailing side.

- **Rescind:**

I move to rescind the motion relating to the ...

- **Amend something Previously Adopted:**

I move to amend the motion previously adopted by inserting/adding/striking etc.



Motion 5

- **Point of Order:**

The member will state her Point of Order.

- *The chair rules that the Point of Order is well taken/not well taken.*

- *I appeal from the decision of the chair. (Debate limits?)*

- *Shall the decision of the chair be sustained?*

- **Suspend the Rules:**

I move to suspend the rules that prohibit us from listening to the Treasurer's Report now.

- (Vote to violate Rules of Order or Standing Rules nothing higher.)



Motion 6 - Debate/Amend/Vote

Main Motion	Y	Y	M
Amend	Y	Y	M
Limit/Extend Limits of Debate	N	Y	2/3
Previous Question	N	N	2/3
Postpone to Certain Time	Y	Y	M
Refer to a Committee	Y	Y	M
Election	N	N	M
Unanimous Consent	N	N	-

Motion 7 - Debate/Amend/Vote

Reconsider the Vote	Y	N	M
Rescind	Y	Y	2/3
Amend Something Previously Adopted	Y	Y	2/3
Point of Order	N	N	Ch
Appeal	Y	N	M*
Suspend the Rules	N	N	2/3
Parliamentary Inquiry	N	N	Ch

