

Robert's Rules of Order & Parliamentary Procedure

What is Robert's Rules and Parliamentary Procedure?

Robert's Rules of Order set the basis for Parliamentary Procedure

Parliamentary Procedure is the way to run a meeting smoothly, easily, and fairly according to the governing documents and Robert's Rules

Important Terms:

Quorum

The Minimum number of members needed to be present

In SGA's case, Quorum is usually half plus one

Point of Order

Occurs when an error has been made in parliamentary procedure and you are trying to draw the chair's attention to it so it may be corrected

Attaining the floor

Must be done nearly anytime you want to speak

Parli. Pro. may sound intimidating at first, but most of the time it is as simple as raising your hand or calling the chair so they may address you

Making Requests

Does not require attaining the floor, simply stand up and say what you want to do

Parliamentary Inquiry

If you need to remember anything about Parli. Pro., it's this.

Request to the chair for how to do something according to parliamentary procedure

Point of Information

Ask a question regarding something being debated.

Directed at a member

Used only to gain more information that could be important, but has yet to be said

Question of Privilege

Request for anything typically regarding the location or sound

Ask to speak up, close a door, almost anything that does not deal with discussion

When to handle
a motion

Postpone (Definitely and Indefinitely)

Exactly as it sounds, postpone is to handle the pending motion/item at a later time

Postponing definitely is to set a specific time at which the motion must be handled

Postponing Indefinitely is the equivalent of saying that you'll get back to it eventually

Debate

Basic Flow

Direct ALL Debate to the Chair

Unless the motion is regarding a certain member, may the member be addressed in any sort of way

Addressing a member by name is a Point of Order

Make sure to stay on topic, it should pertain at least slight to the pending main motion

Extend/Limit Debate

Everyone has two turns of six minutes each

Used to change how long debate or a presentation can go on

Specify in terms of time (more common) and turns

Reference

Most current version of Robert's Rules is the 11th Revised

If you have a question pertaining to Parliamentary Procedure, contact the Judicial Branch or me, or refer to the documents preferably in this order:

Constitution

Bylaws

Rules and Procedure

Robert's Rules of Order

Practice

Expect interruptions during this to highlight important details!

Basic Main Motion: Create an SGA Motto

Anyone make a motion to create an SGA Motto.

Remember to:

- Attain the Floor
- Debate!
- *Take this seriously*

Basic Main Motions does not typically happen in meetings, closest relatable option is certain Secondary Motions

Resolution: Protect the Campus Squirrels

NOTE: Parts of the document are confusing on purpose

- Make necessary amendments
- *Mistakes have been purposefully left*
- *Try to site sources to better support arguments*



Joke Resolution.pdf



Microsoft Word
Document