

ROBERT'S RULES OF ORDER

Parliamentary Procedure:

Parliamentary procedure, based in the time honored and currently respected *Robert's Rules of Order*, is essential and valuable to the conduct of Faculty Senate business for the following reasons:

- Senate business must be handled, and group decisions made, efficiently and logically.
- Majority rule, properly sought, governs our society.
- The rights of the minority, in the processes of making and implementing decisions, must be protected, and the minority must be allowed to "have its say."

Motions are the means to get a proposed action or program, etc., discussed and voted on by the Senate. *Robert's Rules of Order*, modern ed., (New York: Berkley Books, 1989) is our working copy, when our bylaws don't overrule. While there are numerous possible motions and subsidiary motions, etc., the following tables outline the main ones that have been used for conducting Senate business.

Procedures at a Glance:

Here are some motions you might make, how to make them, and what to expect of the rules.

TO DO THIS	YOU SAY THIS	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn	"I move that we adjourn."	NO	YES	NO	NO	MAJORITY	NO
Call an intermission	"I move that we recess for"	NO	YES	NO	YES	MAJORITY	NO
Complain about heat or noise	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO
Temporarily Suspend Consideration of an issue	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
End debate and amendments	"I move the previous question"	NO	YES	NO	NO	2/3	NO(1)
Postpone discussion for a certain time	"I move to postpone the discussion until"	NO	YES	YES	YES	MAJORITY	YES
Give closer study of something	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES(2)
Amend a motion	"I move to amend the motion by"	NO	YES	YES(3)	YES	MAJORITY	YES
Delay action/vote	"I move that action/vote be delayed"	NO	YES	NO	NO	NO VOTE	NO (Faculty Senate Bylaws, VI.B.)
Introduce Business	"I move that..."	NO	YES	YES	YES	MAJORITY	YES

The motions listed above are in order of precedence...Below there is no order...

TO DO THIS	YOU SAY THIS	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adopt a Report	"I move that the report be adopted..."	NO	YES	YES	YES	MAJORITY	YES
Ballot Vote	"I move that a committee be appointed to..."	NO	YES	NO	YES	MAJORITY	YES
Protest breach of rules or conduct	"I rise to a point of order"	YES	NO	NO	NO	NO VOTE (4)	NO
Vote on a ruling of the chair	"I appeal from the chair's decision"	YES	YES	YES	NO	MAJORITY (5)	YES
Make follow agenda	"I call for the orders of the day"	YES	NO	NO	NO	NONE	NO
Suspend rules temporarily	"I move to suspend the rules so that"	NO	YES	NO	NO	2/3	NO
Rescind, Repeal or Annul	"I move that the motion to ... be rescinded."	NO	YES	YES	YES	2/3 without malice	N/A
Avoid considering an improper matter	"I object to consideration of this motion"	YES	NO	NO	NO	2/3 (6)	(7)
Verify a voice vote by having members stand	"I call for a division" or "Division"	YES	NO	NO	NO	NO VOTE	NO
Request information	"Point of information"	YES	NO	NO	NO	NO VOTE	NO
Take up a matter previously tabled	"I move to take from the table"	NO	YES	NO	NO	MAJORITY	NO
Reconsider a hasty action	"I move to reconsider the vote on"	YES	YES	(8)	NO	MAJORITY	NO

Notes:

(1) Unless vote on question is not yet taken	(2) Unless the committee has already taken up subject	(3) Only if the motion to be amended is debatable	(4) Except in doubtful cases	(5) A majority vote in negative needed to reverse ruling of chair	(6) A 2/3 vote in negative needed to prevent consideration of main motion	(7) Only if the main question or motion was not, in fact, considered	(8) Only if motion to be reconsidered is debatable
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