



Robert's Rules of Order/How to Conduct Yourself at Meetings

Procedure for Handling a motion

- ▶ NOTE: Nothing goes to discussion without a motion being on the floor.
- ▶ Obtaining and assigning the floor
- ▶ A member raises hand when no one else has the floor
- ▶ The chair recognizes the member by name
- ▶ How the Motion is Brought Before the Assembly
- ▶ The member makes the motion: I move that (or "to") ... and resumes his seat.
- ▶ Another member seconds the motion: I second the motion or I second it or second.
- ▶ The chair states the motion: It is moved and seconded that ... Are you ready for the
- ▶ question?

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no

The Chair puts a motion to the vote

- ▶ 1. The chair asks: Are you ready for the question? If no one rises to claim the floor, the chair proceeds to take the vote.
- ▶ 2. The chair says: The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.

When Debating Motions

- ▶ 1. Listen to the other side
- ▶ 2. Focus on issues, not personalities
- ▶ 3. Avoid questioning motives
- ▶ 4. Be polite

Voting on motions

- ▶ Heads down hands up
- ▶ Make sure you understand what your voting on: if you don't understand something ask
- ▶ Call a motion to vote on X
- ▶ Vote counts needed to pass can be found in by-laws

The part where I tell you it's so much easier than all that...

- Raise your hand
- Be respectful
- Don't be afraid to ask questions
- Play nice, most of us are hopefully here for the same reason

Don't do this and you're fine



Disputes are only bad when conducted improperly - My opinion... take it as you will

- ▶ The purpose of SGA isn't to all agree unanimously 100% of the time.
- ▶ Don't just vote with the crowd.
- ▶ Cory, Slate, myself, and everyone else aren't perfect, if we make mistakes call us out on it politely and the problem will get solved.
- ▶ Voice your opinions, you got elected to do a job. Do it.

I'm done I promise

- ▶ Read the bylaws
- ▶ Type in Robert's Rules on google
- ▶ Participate in Meetings and don't be afraid to ask questions
- ▶ Look at the meeting briefing paper you get when you walk in
- ▶ Know how to make and vote on a motion