

Adapted Roberts Rules of Order
For use by the University Graduate Council

What is Parliamentary Procedure?

It is a set of rules for conduct at meeting that allows everyone to be heard and to make decisions without confusion.

Why is it important?

Because it is a time tested method of conducting business at meetings and public gatherings. It has been adapted to meet the needs of the University Graduate Council. So it's important that everyone knows these basic rules.

I. Order of Business

The general meeting of the Council will typically follow this order.

1. Call to order
2. Reading of minutes of last meetings
3. Reports
 - i. Chair's Reports
 - ii. Dean's Reports
 - iii. Committee Reports
4. Unfinished Business
5. New Business
6. Adjournment

II. Some Basics

1. Motions

All motions must be seconded and adopted by a majority vote unless otherwise noted. All motions may be debated unless otherwise noted. (Procedures for motions provided on the next page.)

2. Debate

Each motion that is debated receives ten minutes of debate. The member initiating the motion speaks first. The chair asks for a rebuttal. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time.

3. About Voting

Majority vote is more than half of the members. 2/3s vote is more 2/3s or more of the members. The item to be voted on should be announced prior to the vote. Methods for voting include by voice (e.g. Those in favor...), by roll call (to record the vote), by general consent, by division (by show of hands) or by ballot (when secrecy or anonymity is desired).

III. Parliamentary Procedure only works when used properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, BE COURTEOUS.

How are Motions Presented?

1. Obtaining the floor

- a. Wait until the last speaker is finished.
- b. Wait to be recognized by the chairperson.

2. Make your motion

- a. Speak in a clear and concise manner.
- b. Always state the motion affirmatively. Say, "I move that we" rather than, "I move that we do not ..."
- c. Wait for someone to second your motion or the Chairperson will call for a second. (If there is no second the motion is lost.)

The following represents a sample of motions that can be made.

About Motions	Purpose of Motion	What you say	To Enact Motion
Adjourn	Ends the meeting	"I move that we adjourn"	Not debatable; immediately voted upon and requires majority vote
Call for Orders of the Day	Asks to stick to the agenda	"I move that ..."	Not debatable; requires 1/3 majority to sustain
Call to Question	Closes debate and forces voted	"I move the previous question"	Not debatable; requires 2/3's majority vote
Motion to Limit or Extend Debate	Limits or extends debate		Not debatable; requires 2/3s majority vote
Point of Order	Is a question about the process or a particular motion	"I rise to a point of order"	Automatics
Point of Information	To ask about the process or particular motion	"Point of information."	automatic
Amend a motion	To	"I move to amend the motion by ..."	None if friendly, majority if not
Refer matter to committee	To allow a committee to debate the issue and make recommendations to the Council	"I move to refer the matter to committee"	Debatable; required majority vote
Motion to Suspend the Rules	Suspend formal process for a short period of time	"I move to suspend the rules so that ..."	Debatable; requires 2/3s majority vote

3. The chairperson will state the motion

- a. The chairman will say, "it has been moved and seconded that we ..." Thus placing the motion before the membership for consideration and action.
- b. The membership then either debates your motion, or move directly to a vote.

4. Expanding on your motion

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- b. The mover is always allowed to speak first.
- c. Keep the times limit for speaking that has been established.
- d. The mover may speak again only after other speakers are finished, unless called on by the Chairperson.

5. Putting the Question to the Membership.

- a. The Chairman asks, "Are you ready to vote on the question?"
- b. If there is no more discussion, a vote is taken.
- c. On a motion to move the previous question may be adapted.