Robert's Rules of Order

Why we have rules?

♦ Keep order
  ♦ Prevent everyone from talking at once
  ♦ Handle disagreement

♦ Keeps us accountable
  ♦ Give us a way to stay consistent
  ♦ Do not wander off topic

What is it good for?

- As student leaders we will be leaders in the community and world

- Roberts Rules can help prepare you for life after school and in some instances are used in different organizations like:
  - The business world
  - The political world

Motions 1

There are 5 General Types of Motions

1. Main Motions

1. Used to start a motion, "I move that we..."

2. Subsidiary Motions

1. Changes of the main motion, "I move to amend the motion by..." or "I move to make a Formal amendment"

3. Privileged Motions

1. Special motions, "I move to adjourn"

Motions 2

4. Incidental motions

1. Questions of procedure, "I move to suspend the rules for the purpose of…"

5. Motions that Bring a question again before the assembly

1. Reconsidering a previous motion, "I move to reconsider…"

Motions that we will typically see

Action	What I say	Second?	What vote is needed
Introduce Business	"I move that/to"	Yes	Majority
Amend a motion	"I move to amend the motion by..."	Yes	Majority
End Debate and Amendments	"I move to end debate"	Yes	2/3
To hold off on a motion	"I move to table..."	Yes	Majority
Take up a tabled matter	"I move to take from the table"	Yes	Majority
Adjourn Meeting	"I move to Adjourn"	Yes	Majority
Complain about something	"I rise to a question of privilege"	No	No Vote

Typical Motions

Motion	Form	Purpose	Example
Approval of Minutes	"I move to accept the Senate Meeting Minutes of _____ as is."	To make them the official record of that meeting.	I move to accept the Senate Meeting Minutes of *May 21, 1996* as is."
Allocate Money	"I move to allocate $_____ to _____ for their _____ from SGA's <u>unallocated</u> for fiscal year '17."	To allocate money to a club for an event, novelty, or promo. SUBSITUTE: <u>Travel and Conference, Diversity</u>	"I move to allocate *$500* to *Pizza Club* for their *Pizza Party* from SGA's unallocated for fiscal year '17."
Allocate an Amount not to Exceed	"I move to allocate an amount not to exceed $_____ to _____ for their _____ from SGA's unallocated for fiscal year '17."	To allocate a safe amount of money to a club for an event but acknowledge unique pricing situations.	I move to allocate an amount not to exceed *$500* to *Pizza Club* for their *Pizza Party* from SGA's unallocated for fiscal year '17."
Pending	"I move to allocate $_____ to _____ for their _____ from SGA's unallocated for fiscal year '17 pending _____."	To allocate money to a club for an event but acknowledge unique situations.	"I move to allocate *$500* to *Pizza Club* for their *Pizza Party* from SGA's unallocated for fiscal year '17 pending *they speak with a SILD resource person*."

Typical Motions

Motion	Form	Purpose	Example
Amend	"I move to make a formal amendment." *State correct motion*	When a motion is correct or more suitable in an altered form.	"I move to make a formal amendment. I move to allocate $500 to Pizza Club for their Pizza Party from SGA's unallocated for fiscal year '17"
Point of Information	*Hold out a piece of paper* "Point of information…"	To share information relevant to the business at hand.	"Point of information, any food purchase above $100 must be ordered from Sodexo."
Table	"I move to table the _____ _____ until_____."	To lay the motion aside temporarily.	"I move to table the *Pizza Club's Pizza Party* until *next week's meeting*."
Adjourn	"I move to adjourn."	To close a meeting.	"I move to adjourn."