

Robert's Rules of Order

November 19, 2009

Outline

- Purpose of the rules
- Important concepts
- Order of business
- Classes of motions
- Ranking of motions
- Most common motions

Purpose of the rules

These rules help to maintain order and insure fairness.

“These rules are based on a regard for the rights:

- Of the majority,
- Of the minority, especially a strong minority – greater than one third,
- Of individual members,
- Of absentees, and
- Of all these together.”

Robert's Rules of Order: Newly Revised 10th edition

Important concepts

- Discussion on an item for action should not take place until there is a motion on the floor regarding the item
- Discussion should be limited to the item that is on the floor and the motion that is up for a vote
- All comments should be directed to the presiding officer
- All those with speaking privileges should be allowed to speak once before anyone with speaking privileges can speak a second time

Order of business

- Version 1
 - Reading and approval of the minutes
 - Reports from officers, boards, or standing committees
 - Reports from special committees
 - Special orders (matters which have previously been assigned a type of special priority)
 - Unfinished business and general orders
 - New business
 - Adjourn

Order of business

- Version 2 (Fort Wayne Senate)
 - Call to order
 - Approval of the minutes
 - Acceptance of the agenda
 - Reports from the speakers of the faculty
 - Report of the Presiding Officer
 - Committee reports requiring action
 - New business
 - Committee reports “for information only”
 - The general good and welfare of the University
 - Adjournment

Classes of motions

- 5 classes
 - main,
 - subsidiary,
 - privileged,
 - incidental, and
 - motions that bring a question again before the assembly.
- Main motions put issues before the assembly.
- The other motions help the assembly decide what to do with a main motion

Ranking of motions

Order of making motions	Common motions	Order of voting on motions
Motions are made from bottom to top	Fix the time to which to adjourn	Motions are voted from top to bottom
	Adjourn	
	Recess	
	Raise a question of privilege	
	Call for the orders of the day	
	Lay on the table	
	Previous question	
	Limit or extend limits of debate	
	Postpone to a certain time	
	Refer to a committee	
	Amend	
	Postpone indefinitely	
	Main motion	

Most common motions

Motion	Requires second	Debatable	Vote required
Main motion	Yes	Yes	Simple majority
Amend	Yes	Yes	Simple majority
Refer to committee	Yes	Yes	Simple majority
Postpone to certain time	Yes	Yes	Simple majority
Previous question	Yes	No	2/3
Recess	Yes	No	Simple majority
Adjourn	Yes	No	Simple majority