***Robert’s Rules of Order for the Student Government Association***

Parliamentary procedure provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. The fundamental right of deliberative assemblies requires questions be discussed before taking action. Remember—silence means consent.

In order to obtain the floor (to speak) an individual must be recognized by the chairperson. The “immediately pending question” is the last question stated by the chairperson (motion, resolution, amendment, etc.), and the member presenting the “immediately pending question” is entitled to preference to the floor. No member can speak twice to the same issue until every member wishing to speak has spoken to it once.

All remarks must be directed to the chairperson and should be courteous in language and deportment. The chairperson can direct remarks to other entities by request of the speaker (“please direct my question to the body/ presenter/ assembly/ organization” etc.).

*Explanation of Motions*

**RANKING MOTIONS (Highest to Lowest)**

**Privileged Motions**

Adjourn—To close the meeting.

Take a recess—To take a break for a period of time TBD.

Raise a question of privilege—Pertains to noise, personal comfort, etc.

Call for the orders of the day—A call to adhere to the agenda.

**Subsidiary Motions**

Lay on the table—Temporarily suspends further consideration/action on the pending question; may be made after motion to close debate has carried or is pending.

Previous Question—Closes debate if successful.

Limit debate—Close debate at a certain time or limit debate to a certain period of time.

Extend debate—Extends debate to a certain time or for a certain period of time.

Postpone definitely—State the time the motion or agenda item will be resumed.

Commit or refer—State the committee to receive the question or resolution; if no committee exists, include size of committee desired and method of selecting members.

Amend—Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.

Postpone indefinitely—Kills the question/resolution for this session (exception: motion to reconsider can be made this session).

Main motions—Bring new business (the next item on the agenda) before the assembly.

**Motions that bring a question again before the assembly (same rank as main motions)**

Take from the table—Resumes consideration of item previously “laid on the table;” state the motion to take from the table.

Discharge a committee—Create or send a committee to meet immediately (see: “Commit or refer”).

Reconsider—Can be made only by individual on prevailing side who has changed position or view; reconsiders motion/agenda item if successful.

**NON-RANKING MOTIONS**

**Incidental Motions (procedural)**

Appeal the decision of the chair—Appeal for the assembly to decide—must be made before other is initiated; not debatable if relates to decorum, violation of rules, or order of business.

Consideration by paragraph or seriatim—Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.

Division of a question—Divides a motion into two or more separate motions; each separate motion must be able to stand on its own.

Objection to the consideration of a question—Objection must be stated before discussion or before another motion is stated; denies consideration of a question if successful.

Parliamentary inquiry—Inquire as to the correct motion.

Point of information—Generally applies to information desired from the chairperson.

Point of order—Must be raised immediately after the perceived error is made; applies to infraction of the rules or improper decorum of speaking.

Request permission to withdraw a motion—Applies only after the question is stated; mover can withdraw the motion without consent of the seconder.

Request permission to amend/modify a motion—Applies only after the question is stated; mover can accept an amendment without obtaining the floor. The mover can modify the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

Suspend the rules—Allows a violation of the assembly’s own rules (except Constitution); the object of the suspension must be specified.