

Parliamentary Procedures Quick Guide

GLOSSARY

- **Abstain**-not to vote at all
- **Adjourn**-close the meeting
- **Executive Session**- to discuss confidential matters, requires approval of 2/3 of present voting members, not to be used to make policy decisions, only voting and executive members of the assembly may be in attendance unless community members are invited by the assembly
- **Friendly Amendment**- amendment to enhance a motion that must be adopted by the body by either a simple majority vote or unanimous consent
- **Lay on the Table**-put a motion aside temporarily when some else of immediate urgency comes up
- **Objection to the Consideration of A Question**- to object to the discussion of a main motion even being discussed
- **Obtain the floor**- recognition from the chair in order to speak in debate
- **Point of Information or Point of Parliamentary Inquiry**- Used to gain information not to make a point, not about procedure
- **Point of Order**- To address a breach of the rules or procedures
- **Point of Privilege**- request for immediate attention on a matter that directly affects members such as safety or comfort
- **Postpone Indefinitely**-the group has agreed not to decide and the matter cannot be brought up again at the same meeting, used when a member wishes to kill a main motion and avoid a direct vote on the question, cannot be used with a pending motion to Amend
- **Quorum**- a majority of the voting members of the Student Assembly, required to conduct business
- **Reconsider**- to bring a motion from earlier in the meeting back on the floor as if a vote had never occurred, may only be done by someone on the “winning” side of the motion, requires a majority
- **Rescind**- to change an action from an earlier meeting, only needs a majority approval if previous written notice is given, needs 2/3 if no notice is given
- **Refer to a Committee**- send a resolution back to a committee for further discussion or consideration
- **Second**-agreement that motion should be considered
- **Secondary Motion**- subsidiary motions, privileged motions, incidental motions, must be resolved before a main motion can be considered
- **Simple Majority**- over half of all ballots cast
- **Table**- to put aside indefinitely without taking any action on it (can be brought up again at any time as long as nothing else is currently being discussed)
- **Unanimous Consent**- No opposition to an action from any voting member of the Assembly
- **Withdrawing a Motion**- can be done before the motion is stated by the chair

- **Yield My Time to the Chair (or to someone else)-** If you have been recognized by the chair to speak and no longer want to speak, you can yield your time back to the chair or turn the floor over to any other member

CLASSIFICATIONS OF RESOLUTIONS- ACTIONS OF THE ASSEMBLY

- **Legislation-** Action of the Assembly to carry out its legislative and policy-making functions
- **Internal Policy Resolution-** Action to enact internal rule changes and to make amendment to the Assembly Charter
- **Investigation-** Action of the Assembly to gain information on issues pertinent to its purview
- **Recommendation-** Action of the Assembly expressing the recommendation in policy areas over which the Assembly through its Charter may or may not have policy-making power
- **Sense-of-the-Body-** Expression of the opinion of the Assembly regarding a matter of constituent concern
- **Calls for a Sense of the Community Referendum-** Action of the Assembly to determine community opinion regarding matters of constituent concern

MOTIONS

- Anyone who is eligible to vote is able to make a motion
 - Members must obtain the floor by being recognized by the chair
 - Maker of the motion has the right to speak first
 - Maker cannot speak against their motion BUT they can vote against it
- All motions need to be seconded
- Discussion must be relevant to the current motion until it is voted on
- Typical Proceedings of a Motion
 - A member makes a motion
 - Another voting member seconds a motion
 - All members are able to debate the current question
 - The chair restates the exact motion and takes the vote
 - The chair or secretary announces the result of the vote
- Amending A Motion or Resolution
 - Move to Amend
 - By adding a word
 - Striking a word
 - Striking and inserting words

SUSPENDING THE RULES

- Only pertains to Roberts Rules and Standing Rules
- Should be used rarely (the rules are there for a reason)
- Requires a 2/3 vote of members present

APPEALING A RULING BY THE CHAIR

- Requires a majority vote of the members present to overturn a decision
- “Yes” Vote- sustains the decision of the chair
- “No” Vote- overturns the decision of the chair

ABSTENTIONS

- # Of Abstentions > # Of Votes in Favor = RESOLUTION FAILS
- Members can abstain from voting at any regular scheduled meeting or special meeting

PROXY VOTES

- Only excused voting members can cast a proxy vote
- Can only be used on “aye” or “nay” votes on Old Business Resolutions
- Proxies must be in writing directed to the Chair
- Proxies do not count as part of quorum

DISSENT

- Opposition to an action
- The chair does not have to give you the opportunity to explain your dissent
 - If the chair gives you the opportunity to explain your dissent you may only explain why conversation should be continued
 - Example: You believe there is still more to discuss before the vote is called
 - NOT: To share your opinion on the topic