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Meeting Protocol (2019 Version)

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ASWC SENATE

ROBERT'S RULES OF ORDER

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership – the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate – to act according to its considered judgment AFTER a full and fair “working through” of the issues involved. Robert’s Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should “undue strictness” be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

**The assembly rules – they have the final say on everything!
Silence means consent!**

- Obtain the floor (the right to speak) by being the first to raise your hand when the person speaking has finished; state Mr./Madam Vice President. Must be recognized by the Chair before speaking!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The member moving the “immediately pending question” is entitled to preference to the floor!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment – avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

THE RULES

- **Point of Privilege:** Pertains to noise, personal comfort, etc. – may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion – to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: “I should like to ask the (speaker) a question.”
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** 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.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session – exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful – may be moved to “Close Debate” if preferred
- **Appeal Decision of the Chair:** Appeal for the assembly to decide – must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly’s own rules (except Constitution); the object of the suspension must be specified



ASSOCIATED STUDENTS OF WHITTIER COLLEGE

SENATE PARLIAMENTARY PROCEDURES

TO DO THIS: YOU SAY THIS:

	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn Meeting	YES	NO	NO	MAJORITY	NO
Call an Intermission	YES	NO	YES	MAJORITY	NO
Complain about Environment	NO	NO	NO	NO VOTE	NO
Suspension of meeting	YES	NO	NO	MAJORITY	NO
End Debate and Amendments	YES	NO	NO	3/4 VOTE	NO
Postponement of discussion	YES	YES	YES	MAJORITY	YES
(give closer study of something	YES	YES	YES	MAJORITY	YES
Amend a Motion	YES	YES	YES	MAJORITY	YES
Introduce Business	YES	YES	YES	MAJORITY	YES

THE MOTIONS LISTED ABOVE ARE IN ORDER OF PRECEDENCE...BELOW THERE IS NO ORDER...

	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Protest breach of rules and conduct	NO	NO	NO	NO VOTE	NO
Vote on the ruling of the Chair	YES	YES	NO	MAJORITY	YES
Request information	NO	NO	NO	NO VOTE	NO
Reconsider a hasty action	YES	YES	NO	MAJORITY	NO
A matter previously tabled	YES	NO	NO	MAJORITY	NO

TO RUN A SUCCESSFUL COUNCIL IT IS IMPERATIVE THAT WE FOLLOW THESE RULES AT EVERY MEETING. REMEMBER WE ARE ALWAYS ON DISPLAYS THE LEADERS ON CAMPUS.

THE FOLLOWING MOTIONS ARE USED AT MOST COR MEETINGS, PLEASE KEEP THIS WITH YOU AND IT WILL HELP YOU IN TIMES OF FORGETFULNESS.

Abstentions

Definition = a vote that is neither for nor against a motion

What this means—a constituency is indifferent or has a conflict of interest, or is not educated about the motion and chooses not to make a decision (you should always be educated since you can ask questions!)

How this affects the results

- In a majority vote—only pro and con are counted, therefore all votes of “abstain” eliminates the voter from the count
- In a percentage vote—may prevent a vote from being passed (perceived as a vote against) as the voter is not removed from the count, and a minimum fraction of votes ($2/3$ or $3/4$) is required to pass the motion

Definitions

A Bill:

The bill is any piece of legislation that is presented to the body for consideration. The bill may be a constitutional amendment, a request for funding, or other business.

The First Reading:

A first reading is a formal presentation of a bill to the body. The bill should be read in complete detail to the body and be provided to the group in written form if available. The first reading is to allow the representatives to discuss the bill with their constituencies over the following week.

The Second Reading:

After allowing each representative to discuss the bill with her/his constituency, the bill is again presented to the body and this time for discussion and resolution. The second reading should again present the bill in its entirety.

Committee report and recommendation:

Certain types of bills will be sent to committee first before being brought to the body for final consideration. Funding requests are seen first by the Budget Committee. Purchasing equipment for campus use may be considered first by the Campus Improvement Committee. The committee chair should summarize their discussion of the issue and share their recommendations with the body as a part of the discussion.

Discussion:

The Vice President will provide adequate time for the body to discuss each issue before motions are called for. The discussion allows for each officer to ask questions, share thoughts or views, or provide insight from their constituency regarding the bill. The time allowed for the body to discuss an issue will be determined by the VP.

Entertaining motions:

Once the VP determines that there has been adequate discussion of the issue, she/he will call for motions from the body. A motion is a proposed resolution of the bill. Any officer, identified by the VP, may present a motion. Once a motion has been brought forth it is either seconded by another officer, or the motion dies.

Call for objections:

COR's roots are founded in the Quaker traditions, like those of Whittier College. The primary goal of the group is to reach consensus. Therefore, once a motion has been brought to the body and seconded, the VP will ask if there are any objections. If there are none then the motion carries (is passed) by consensus. However, to truly reach consensus much discussion and deliberation is required especially on complex issues. Therefore, if there are objections to the motion (whether stated or not stated) then a vote must be cast.

The vote:

There are three ways to vote for a motion: 1) in favor, 2) against, 3) abstain. Each vote is counted by the Secretary. The abstention should be used only if the officer has a conflict of interest with the bill being addressed (if it pertains to their constituency directly) or if they have a moral opposition to the bill or motion. The abstention is not an undecided vote and does not pertain to the individual officer's personal opinion. The officer should vote based on one's constituency and not on personal preference. Although an abstention may appear as a vote against a bill, it in fact is neutral; however, a bill has less of a chance of passing if there are fewer votes cast.