

## ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

## PROCEDURE FOR HANDLING A MAIN MOTION

**NOTE:** Nothing goes to discussion without a motion being on the floor.

### Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

### How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

### Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

### The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'.* (Pause for response.) *Those opposed, say 'Nay'.* (Pause for response.) *Those abstained please say 'Aye'.*

### The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

## WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

## HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

### MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that \_\_\_\_\_."

### AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

### REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

### POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until \_\_\_\_\_."

### PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

### LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

## **POSTPONE INDEFINITELY**

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

## **POSTPONE INDEFINITELY**

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

## **RECESS**

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

## **ADJOURNMENT**

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

## **PERMISSION TO WITHDRAW A MOTION**

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

## **CALL FOR ORDERS OF THE DAY**

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

## **SUSPENDING THE RULES**

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

## **POINT OF PERSONAL PRIVILEGE**

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

## **POINT OF ORDER**

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

## **POINT OF INFORMATION**

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

## **POINT OF PARLIAMENTARY INQUIRY**

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

## **APPEAL FROM THE DECISION OF THE CHAIR**

Without recognition, "I appeal from the decision of the chair."

### **Rule Classification and Requirements**

<b>Class of Rule</b>	<b>Requirements to Adopt</b>	<b>Requirements to Suspend</b>
Charter	Adopted by majority vote or as provided by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote



## SPGM Summary Reference Sheet | Robert's Rules of Order Citations

### Page 51 Parliamentary Procedure

Following basic rules of order and parliamentary procedure may contribute to more effective and efficient decision making. Though strict adherence to parliamentary authority (e.g. Robert's Rules of Order) may not be necessary, it is important to adhere to the fundamental concepts and general practices to assure an open and fair process.

- Everyone has the right to participate in deliberations and discussions
- Do not dominate discussion
- Get recognized before speaking
- Do not interrupt without permission
- Every member has the right to vote
- Everything is debatable – don't need to debate everything
- Protect the minority position
- Majority rule
- Protect quorum
- Maintain minutes
- Respect the Chair

### Page 56 Minutes or Notes

Recorded minutes/notes of meetings for our governance entities are not only in alignment with our core commitments of inclusiveness and integrity, but they also serve as institutional memory and are important evidence for accreditation ([Robert's Rules of Order, 12th ed. 2020. 48:1, \(446\)](#)). All councils and committees are to take meeting minutes, which will provide an accurate reflection of the actions of the council or committee. Minutes are not intended to be a detailed account of all items discussed, just an account of the main points and any relevant context. Minutes are reviewed and approved by the membership at a subsequent meeting ([Robert's Rules of Order, 12th ed. 48:9 \(450\)](#)) and posted on the entity's respective webpage within three business days following their approval.

All other governance entities may opt to take notes instead of minutes. Notes are brief synopses of meetings that summarize the main themes of discussions. Notes should be distributed within five business days to all members, who will proof them for accuracy. They should then be posted either publicly online or internally in a shared-file repository within ten business days of the meeting. Notes do not need to be approved at a subsequent meeting before sharing, thus facilitating more rapid communication. Links to ADA compliant templates and best practices for both notes and minutes are provided within the appendix.

### Page 61 Voting & Quorum

The presiding co-chairs should only vote in accordance with the expectations of parliamentary procedure ([Robert's Rules of Order 12th ed. 2020 44:12 \(384\)](#)). ASNC appoints one voting member and one alternate member for a total of one vote and one person counted towards quorum; the alternate may cast their vote if the primary member is absent. Unless otherwise stated in the charter, all other specified members of the College Councils are voting members. The proper parliamentary definition of quorum is "a majority of members" (i.e. 50 percent, plus one of voting membership) ([Robert's Rules of Order 12th ed. 2020 40:1 \(328\)](#)). In the event of an e-vote, at least 50 percent +1 of voting member are needed to respond to meet quorum and the majority consensus passes. Attendance/participation may be in-person or virtual; synchronous virtual votes are permitted. Proxies or designees sent by absent members with voting authority are not permitted. Meetings are open and all voices are valued in helping the group make decisions (predominantly by consensus).

### Page 62 Voting & Quorum (Continued)

Our five councils are technically considered "deliberative committees" as defined by the American Institute of Parliamentarians (AIP) Standard Code of Parliamentary Procedure. As such, according to the AIP, "Unlike the presiding officer of an assembly, the chair of a committee takes an active part in its discussion and deliberations and has all the rights of the other members, including the right to present motions and vote." ([2012, p, 189](#)). Robert's Rules of Order concurs in this regard and states the (co)chair may, "speak in informal discussions and in debate, and vote on all questions" ([49:12, p.465](#)). Thusly, all co-chairs may vote as members of the council and they count towards quorum.

### **Page 63 Voting & Quorum (Continued)**

Leadership Council meetings are open to the college community. They are expected to produce an agenda ([Robert's Rules of Order 12th ed, 2020 41:1 \(333\)](#)) and recorded minutes.

Each leadership council will be supported by committees, sub-committees, project teams, and workgroups to address specific issues or to accomplish a designated task. All Councils and Committees, except those connected to the Academic Senate, CTA, or CSEA, should have a clearly defined and posted charter, including the group's charge, membership from each constituency group, meeting frequency, deliverable expectations, EMP objective assignments, and the expiration date of the charter.

The membership composition of committees shall be decided by the respective Leadership Council and should have the expertise necessary to complete the assigned task. Membership should not be established based on solely on parity but rather on functional expertise. Committees, sub-committees, project teams and workgroups shall make decisions by consensus and either implement the decision or forward their recommendation(s) to the appropriate leadership council or Vice President. All voting council members are encouraged to serve on at least one of the council's major sub-committees in order to facilitate communication and integration. The strategic planning leadership council and committee structure is outlined in Chapter six. The membership and structure of the Academic Senate committees that report to the councils shall reflect the Constitution and Bylaws of the NCAS.

### **Voting & Quorum**

The presiding co-chairs should only vote in accordance with the expectations of parliamentary procedure. ASNC appoints one voting member and one alternate member for a total of one vote and one person counted towards quorum; the alternate may cast their vote if the primary member is absent. Unless otherwise stated in the charter, all other specified members of the Leadership Councils are voting members. Any voting member of a Leadership Council cannot concurrently serve as a voting member on another Leadership Council. The proper parliamentary definition of quorum is "a majority of members" (i.e. 50 percent, plus one of voting membership) ([Robert's Rules of Order 12th ed. 2020 40:1 \(328\)](#)). In the event of an e-vote, at least 50 percent +1 of voting member are needed to respond to meet quorum and the majority consensus passes. Attendance/participation may be in-person or virtual; synchronous virtual votes are permitted. Proxies or designees sent by absent members with voting authority are not permitted. Meeting are open and all voices are valued in helping the group make decisions (predominantly by consensus).

### **Page 65 Voting & Quorum**

Unless otherwise noted in the charter as ex officio members, all members of standing committees are voting members. Committee charters should specify both the membership composition as well as those with voting rights (e.g. ASNC may appoint alternate members to ensure effective participation without an additional vote). The proper parliamentary definition of quorum is "a majority of members" (i.e. 50 percent, plus one of voting membership) ([Roberts Rules of Order 12th ed. 2020 40:1 \(328\)](#)). In the event of an e-vote, at least 50 percent +1 of voting member are needed to respond to meet quorum and the majority consensus passes. Attendance/participation may be in-person or virtual; synchronous virtual votes are permitted. Proxies or designees sent by absent members with voting authority are not permitted. Meeting are open and all voices are valued in helping the group make decisions (predominantly by consensus).

### **Page 67 & 68 Decision-Making Process of all Governance Entities**

All action items brought before each governance entity will be added to the agenda by the chair/ co-chairs, and the agenda shall be approved openly at its meetings. Individuals should contact their representatives and/or the chair/co-chairs regarding the process for adding an item to a meeting agenda, and this process should be published on each entity's webpage and within its charter. Action items do not require first and second readings so long as information is disseminated in advance for member review. Meeting material requiring action shall be distributed at least 72 business hours before meetings thusly only necessitating a single read. It is recommended that decisions will be made through discussions resulting in consensus ([Robert's Rules of Order 12th ed 2020 xlvii](#)). Consensus is reached by discussing elements of a motion or action item that are of concern to any constituency until concerns are resolved as fully as possible ([Robert's Rules of Order 12th ed 2020 xlvii](#)). Every attempt will be made to arrive at consensus so that all parties can live with the action moving forward. If there is a lack of consensus on an action item, it is recommended to continue discussion at subsequent meetings and/or designate an ad hoc group to conduct further research/analysis to further inform the membership. For action items discussed where consensus is not reached,, a vote will be taken with the majority decision ([Robert's Rules of Order 12th ed 2020 44:1 \(379\)](#)) as the final decision. Once a decision is made by the group, the decision represents the voice of the body.

### **Page 69 Governance Entities**

Below are descriptions for the different types of governance entities supported at Norco College. Each have nuanced differences in accordance with Robert's Rules of Order and are to be established via an approved charter. Charters should note if the entity is an operational or governance group (the latter of which requires constituency representatives). In alignment with our value of inclusiveness, additional venues are offered for open channels of communication. Examples include "All faculty" meetings, Office of the President office hours, and town hall meetings, all of which can be scheduled as needed (it is recommended for each to occur at least once per primary term).

### **Page 71 Robert's Rules of Order**

All Councils and Committees of Norco College are to follow Robert's Rules of Order. Due to the agile and project-specific nature of project teams, task forces, advisory groups, planning teams, town halls, and networks, these entities do not need to operate exclusively within Robert's Rules. However, they should always function in alignment with our core commitments and provide formative or summary reports as noted in their charter.

### **The Brown Act**

The Brown Act applies to the Academic Senate and all committees recognized by the Board as advisory or decision making in its Board policies. Thus, at Norco College, the only governance groups subject to the Brown Act include:

- Academic Senate
- All Standing Committees of the Academic Senate (e.g. Program Review, Curriculum, etc.)
- The Associated Students of Norco College (ASNC)

College Council and Leadership Council meetings are not subject to the Brown Act however minutes should be taken, verified for accuracy, and posted on the college website.