

Robert's Rules of Order

Overview

Background:

Robert's Rules of Order is a set of rules on how to conduct a meeting. The rules serve to provide a framework for committee meetings that encourage fair discussion and decision making.

Key Concepts:

- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair 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.

Key Motions:

- **Bring to a vote**
- **Close discussion/debate:** "I move to close discussion on this topic"
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Recess/Adjourn:** "I move we adjourn until tomorrow at 8:00 AM"
- **Refer the motion to (a committee):** "I move to refer the motion to the ____ committee"
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

Key Phrases:

- **Point of Information:** Question of clarification for the speaker or the chair: "I should like to ask the (speaker) a question."
- **Point of Order:** Pointing out an infraction of the rules. Must be raised immediately after the error is made

How Motions Are Presented:

1. Obtaining the floor - wait until the Chairman recognizes you.
2. Make Your Motion - state a motion affirmatively. Say, "I move that we ..." (rather than, "I move that we do not ...").
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
 - a. The membership then either debates your motion, or may move directly to a vote.
7. Expanding on Your Motion
 - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
 - b. The mover is always allowed to speak first.
 - c. If there is no more discussion, a vote is taken.

Student Sections Committee

Student Representative, Best Practices

- Keep your district leader up to date on all of your progress
- Use your phonel
 - Contact sections before conferences
 - Contact inactive sections
 - Stay in contact with your SDOB
- Delegate tasks to your SDOB
 - Contacting sections
 - Writing articles
 - Hosting competitions
 - Sister school activities
- Identify problems in your district & set your SDOB on them
- Create / maintain student district website
- Identify your replacement, look for active students and get them interested in the SSC

SSC Student Rep Timeline

