ROBERT'S RULES OF ORDER – SENATE HANDOUT

This guide is designed to streamline the use of Robert's Rules of Order during Senate meetings.

🔑 General Guiding Principles

1. **Equal Participation**: Every senator has the right to speak once before anyone speaks a second time on a motion.
2. **Transparency**: All members have the right to understand what is happening at all times.
3. **Orderly Discussion**:
   - Only urgent matters may interrupt a speaker (see **"How to Do Common Things"**).
   - Only one motion can be discussed at a time.
4. **Addressing the Chair**: During deliberations, all members should address the chair.

🤝 Standards of Collegiality

- **Listen** to opposing viewpoints with respect.
- **Focus** on the topic, evidence, or points—not personalities.
- **Avoid** questioning motives.
- **Maintain** respect and collegiality at all times.

📋 Guidelines for Presiding Officers and Facilitators[1]

- **Priority Speaking**:
  - Senators have speaking priority.
  - The queue alternates between **in-person** and **Zoom participants** until one group is exhausted.
- **Time Limits**:
  - **Senators**: 4 minutes per comment/question (notified at the 1-minute mark).
  - **Guests**: 2 minutes (if recognized by the presiding officer).
- **Parliamentary Support**: The parliamentarian advises the presiding officer on procedural rulings.
- **Voting**: Sensitive votes may be conducted anonymously via Qualtrics. This will be announced before deliberations begin.
- **Zoom Chat** will be disabled during voting deliberations for equality between in-person and Zoom attendees.[2]

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[1] Unless otherwise announced by the presiding officer, facilitators will be Faculty Leaders group: Chair of Steering, Chair of Faculty Council, Incoming Chair of Faculty Council, and Secretary of the Senate.

[2] Instructions for locating the raised hand reaction on Zoom can be found [here](#).

How to Do Common Things

Action	Phrase to Use	Interrupt?	Second?	Debate?	Amend?	Vote?
🟢 **Introduce an item**	"I move that/to..."	❌ No	✔ Yes	✔ Yes	✔ Yes	✔ Yes, majority
✏️ **Amend a motion**	"I move to amend the motion to..."	❌ No	✔ Yes	✔ Yes	✔ Yes	✔ Yes, majority
🗂️ **Refer motion to a committee**	"I move to refer the motion to..."	❌ No	✔ Yes	✔ Yes	✔ Yes	✔ Yes, majority
⏳ **Postpone a motion**	"I move to postpone the motion until..."	❌ No	✔ Yes	✔ Yes	✔ Yes (timeline only)	✔ Yes, majority
⚖️ **Call attention to a rule**	"Point of order..."	✔ Yes	❌ No	❌ No	❌ No	❌ No
❓ **Seek clarity**	"Request for information..."	✔ Yes	❌ No	❌ No	❌ No	❌ No
⚔️ **Appeal a decision**	"I move to appeal the decision of the Chair..."	✔ Yes	✔ Yes	Varies	❌ No	✔ Yes, majority
⏩ **Limit/extend debate**	"I move to limit/extend the debate by..."	❌ No	✔ Yes	❌ No	✔ Yes (time only)	✔ Yes, 2/3
⏮ **End debate**	"I call the question."[3]	❌ No	✔ Yes	❌ No	❌ No	✔ Yes, 2/3
🔄 **Reconsider a motion**	"I move to reconsider..."[4]	❌ No	✔ Yes	Varies	❌ No	✔ Yes, majority
🔴 **Take a break**	"I move to recess for..."	❌ No	✔ Yes	❌ No	✔ Yes (length only)	✔ Yes, majority
🏁 **End the meeting**	"I move to adjourn..."	❌ No	✔ Yes	❌ No	❌ No	✔ Yes, majority

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[3] Members who wish to call the question may not add to the discussion in any way immediately before calling the question.

[4] Only Members who were on the prevailing side may move a motion to reconsider. Members must state which side they voted for when moving to reconsider.