

MOST IMPORTANT ROBERT'S RULES OF ORDER TOPICS

Abstain has no effect on vote; passage requires majority of votes, not counting abstentions. Thus if 1 vote was yes, 0 no, with 20 abstentions, the motion passes., 1-0 (unanimously!) Under Robert's it is not necessary to count or record abstentions. However, the Faculty Senate voted to record abstentions.

Seconds are not necessary if the motion is from a standing committee. A Senate bylaw allows a committee member to make a motion from a committee, even if not a Senate member.

Topic	Second?	Debatable?	Amendable?	Vote
Adjourn (takes priority)	yes	no	no	majority
Amendment	yes	yes	yes, <u>once</u>	majority
Only two amendments may be considered at a time. They are voted on in reverse order, i.e. the second is voted on first. If a third is proposed the second must be disposed of to reduce the active number of amendments to two.				
Friendly amendment: not in RRoO; informally accepted if it affects only wording and not the thrust of the motion.				
Appeal the Chair's decision	yes	yes	N/A	majority
Call for the Question (see Limit Debate)				2/3
Change Agenda is to suspend the rules: by order of the Chair if no objection, or requires 2/3 vote				
Commit (send motion to committee)	yes	yes	yes	majority

Chair voting: Normally the Chair does not vote but may if the vote will affect the outcome of a motion, i.e. to make or break a tie. Forcing a tie will defeat a motion since a majority is required.

Debate Everyone wishing to speak is allowed to before anyone (except the proposer answering questions about the motion) speaks a second time. A time limit may be agreed to, which requires a 2/3 vote. Debate may not begin until the motion has been moved and seconded.

Divide the Question (split up a motion)	yes	no	yes	majority
Divide the Assembly (show of hands on vote)	requested by at least one member (not debatable)			

Limit/Extend/End debate	yes	no	yes	2/3
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If the question is called the Chair may ask if there is any objection to voting. If not voting proceeds; otherwise a count is required.

Point of Order	Chair decides, may be appealed (see above)			
Postpone Debate	yes	yes	yes	majority
Quorum	majority= 50% + 1;			
Reconsider (must be moved by someone who voted with the prevailing side in the previous vote, held that meeting or one previous)	yes	yes ¹	no	majority
Receive a report	no vote needed, presenting it verbally or in writing <u>is</u> receiving it			

Secret ballot allowed in General Faculty meetings by UTC bylaws (Faculty Handbook , 2.2.5.1), if requested by more than 1 member, or in the Faculty Senate if requested by ¼ of those present (Section 2.3.6 under Voting.)

Substitute motion is treated as an amendment

Table motion ²	yes	no	no	majority
Take from the Table	yes	no	no	majority
Withdraw motion	if no objection			

¹ If the original motion was debatable.

² Proposer or designee may speak for two minutes on behalf of the motion to Table. It must be taken from the Table at the next meeting. The intent is to kill the motion. It is different from Commit.

The latest edition is Robert's Rules is the 10th. General Henry Robert was an 1857 graduate of West Point and an engineer.

J. Hiestand
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