

THE UNIVERSITY OF TENNESSEE  
CHATTANOOGA

# Parliamentary Procedure

Jim Hiestand's nifty summary

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### Jim Hiestand, Parliamentarian

- From the Senate Archive, 2001
  - "The minutes of April 24 were not corrected but an objection was raised by Professor Hiestand concerning his **"lifetime appointment"** as parliamentarian. Professor Hiestand did not recall agreeing to the "lifetime" part of the appointment. He was assured by the secretary that he did agree and it is on tape..."



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### The Parliamentarian's Role

- Purely advisory role
  - To advise the President in responding to POIs
  - Provide advice on conducting meetings
- **Does not make rulings!**
  - Only the President may rule

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### Robert's Rules of Order

Topic	Second?	Debatable?	Amendable?	Vote
■ Adjourn	yes	no	no	majority
● (Takes priority)				
■ 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.				

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### Robert's Rules of Order

Topic	Second?	Debatable?	Amendable?	Vote
■ Appeal the Chair's decision	yes	yes	N/A	majority
■ Call for the Question				2/3
● (see Limit Debate)				
■ 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

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### Robert's Rules of Order

Topic	Second?	Debatable?	Amendable?	Vote
■ 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		(not debatable)	(show of hands on vote)	
● requested by at least one member				

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### Robert's Rules of Order

■ Topic	Second?	Debatable?	Amendable?	Vote
■ Limit/Extend/End debate	yes	no	yes	2/3
<ul style="list-style-type: none"> <li>● 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.</li> </ul>				
■ Point of Order				
<ul style="list-style-type: none"> <li>● Chair decides, may be appealed (see above)</li> </ul>				
■ Postpone Debate	yes	yes	yes	majority
■ Quorum				
<ul style="list-style-type: none"> <li>● majority= 50% + 1</li> </ul>				

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### Robert's Rules of Order

■ Topic	Second?	Debatable?	Amendable?	Vote
■ Reconsider	yes	yes*	no	majority
<ul style="list-style-type: none"> <li>● Must be moved by someone who voted with the prevailing side in the previous vote, held that meeting or one previous</li> <li>● * If the original motion was debatable</li> </ul>				
■ Receive a report				
<ul style="list-style-type: none"> <li>● no vote needed, presenting it verbally or in writing is receiving it</li> </ul>				
■ Secret ballot				
<ul style="list-style-type: none"> <li>● Allowed in General Faculty meetings by UTC bylaws if requested by more than 1 member, or in the Faculty Senate if requested by ¼ of those present</li> </ul>				
■ Substitute motion				
<ul style="list-style-type: none"> <li>● Is treated as an <u>amendment</u></li> </ul>				

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### Robert's Rules of Order

■ Topic	Second?	Debatable?	Amendable?	Vote
■ Table motion	yes	no	no	majority
<ul style="list-style-type: none"> <li>● 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.</li> </ul>				
■ Take from the Table	yes	no	no	majority
■ Withdraw motion				
<ul style="list-style-type: none"> <li>● If no objection</li> </ul>				

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