

## CLARIFICATION OF RULES FOR ACADEMIC GOVERNANCE

As stated in the Bylaws for Academic Governance, Academic Governance has adopted Robert's Rules of Order for all meetings except when the procedure at issue has already been addressed in the Bylaws. The following points, many of which have confused some members in the past, have been summarized for your review; items in red are those that have been particularly overlooked in recent years.

### MOTIONS:

Before a subject is open for debate:

- A motion is made
- The motion is seconded
- The motion is stated by the presiding chair
- Suggestions of alterations are permissible before the motion is stated by the Chair
- Brief informal remarks may be made before the motion is stated by the Chair **but these are never allowed to go into debate on the merits of the motion.**
- The member offering the motion can modify or even withdraw it entirely before it has been stated by the Chair; after stated, he can do neither without consent of the body by a majority vote.
- When a mover modifies his motion before it has been stated by Chair, the member who seconded can withdraw his second.

### DEBATE:

- The Chair opens debate after stating the motion.
- After the Chair has stated the motion it is in the possession of the body for debate and consideration.

### PERTINENT DISCUSSION GUIDELINES:

- **Voting members are eligible to speak, make motions and vote.**
- **A member of the body may ask permission of the Chair to grant voice to a non-Council member for a one ten-minute time period. The Chair requests consent from the body and if there is an objection, a majority vote is needed.**
- **Only the person who has the floor may speak. Any interjections,**

except by the Chair, or a member directing a Point of Order or a Point of Information to the Chair, are out of order.

- A member who wishes to speak will approach the microphone, wait to be acknowledged by the Chair and open by stating his or her name.
- On each debatable motion, each member will be entitled to speak up to two times, each time for no longer than ten minutes.
- To speak a second time on the same issue, a member must wait until those who wish to speak on it for the first time have done so.
- In order to speak a third time, the member must go to the microphone and requests to speak from the Chair, this requires permission from the assembly. If granted permission to speak a third time on the issue, the time allotted is three minutes.
- Debate must be germane to the motion that is on the floor, as determined by the Chair. Members may raise a Point of Order regarding pertinence.
- In the interests of maintaining clarity and efficiency, the Chair may require that a motion or an amendment be submitted in writing before it is considered.
- A member may rise to ask a question, by raising a Point of Information directed to the Chair. The amount of time consumed by the Chair answering the question or referring it to someone else to answer, is part of the questioner's 10-minute time allotment.
- If someone asks a question about a report, it can be answered by the
- Reporting member or any other members of the committee making the report.
- If someone is speaking and another member wants to ask a question about something they are saying and they consent to answer the question, the time comes out of the speaker's 10 minutes. They can also decline to answer.

#### **ATTENDANCE AND VOTING:**

- A Council member who is unable to attend a particular meeting may identify another person to attend on their behalf by notifying the Office of the Secretary for Academic Governance of the person attending. This person must have the same eligibility as the member they are replacing, and they have all the same rights and

- responsibilities as the replaced member, including voting and speaking.
- Proxy voting is not permitted.

#### **CLASSIFICATION OF MOTIONS:**

- **Main (or principal) motions** are motions brought before the body for consideration on any particular subject independent of any other pending motion. It requires a second, is debatable and is amendable.
- **Subsidiary motions** are motions applied to other motions for the purpose of disposing of them. There are seven such motions and take precedence of main motions and must be decided before a final decision on the main motion.

**The following are the subsidiary motions as they appear in the order of precedence:**

- Lay on the table
- Order the previous question
- Limit or extend limits of debate
- Postpone definitely
- Commit or refer
- Amend

**Incidental Motions** are motions that arise out of other motions and consequently must be decided before the motions that gave rise to them. Usually they cannot be debated or amended and they have no fixed order of precedence. The most common incidental motions are the following:

- Point of Order
- Appeal
- Object to the consideration of a question
- Divide the question

#### **SUSPEND THE RULES**

A member may move to suspend the rules to do something that would otherwise violate the rules of the body. To do so, the member must make a motion, that motion must be seconded, and a 2/3 majority must approve. There is no debate and no amendments are allowed.

Rules of order relating to parliamentary procedure, etc., can be suspended this way. However, the following rules cannot be suspended:

- Bylaws (unless the bylaw is actually a rule of order)
- Federal/state/local law
- Fundamental principles of parliamentary law
  - Rules that allow one question at a time
  - Rules allowing members to only vote at legal meetings
  - Rules prohibiting proxy voting
  - Rules protecting basic rights of members, absent or otherwise
    - Rule requiring the presence of a quorum
    - Rule requiring secret ballot
    - Rules allowing members to vote, speak, etc.