

## Robert's Rules of Order

*A simplified approach for conducting Lambda Phi Epsilon meetings*

### Overview

**Purpose.** Parliamentary procedure is the body of rules, regulations, customs and ethics that govern meetings of various bodies, including organizations, legislatures, and other governing groups. Parliamentary procedure ensures that the majority rule is adhered to and that the rights of the minority are protected.

**Guiding Principles.** Only urgent matters may interrupt a speaker. Only one motion can be discussed at a time. A motion is the topic under discussion (e.g., "I **move** that we add a coffee break to this meeting"). After being recognized by the chair of the meeting, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of as: passed, defeated, tabled, referred to committee, or postponed indefinitely.

### How To Run Meetings

**You want to bring up a new idea before the group.** After recognition by the chair of the meeting, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

**You want to change some of the wording in a motion under discussion.** After recognition by the chair of the meeting, move to amend by adding words, striking words, or striking and inserting words.

**You are tired of the current discussion.** Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

**You have heard enough discussion.** Move to close the debate. Requires a 2/3rds vote. Or move to previous question. This cuts discussion and brings assembly to a vote on the pending question only. Requires a 2/3rds vote.

**You believe discussion has drifted away from the agenda and want to bring it back.** Call for orders of the day.

**You are confused about a procedure being used and want clarification.** Without recognition, call for "Point of Information." The chair of the meeting will ask you to state your question and will attempt to clarify the situation.

**You may INTERRUPT a speaker for these reasons only:**

- To get information about business: ask for a point of information
- To get information about rules: ask for a parliamentary inquiry
- If you can't hear, safety reasons, comfort: ask for a question of privilege
- If you see a breach of the rules: ask for a point of order

### Motions At A Glance<sup>1</sup>

	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass
<b>Main Motion</b>	Yes	Yes	Yes	Majority
<b>Amend Motion</b>	Yes	Yes	No	Majority
<b>Kill a Motion</b>	Yes	No	No	Majority
<b>Limit Debate</b>	Yes	No	Yes	2/3rds
<b>Close Discussion</b>	Yes	No	No	2/3rds
<b>Adjourn</b>	Yes	No	No	Majority
<b>Table</b>	Yes	No	No	Majority

\* Constitutional changes require a 3/4ths vote. Policy and procedural changes require a 2/3rds vote.

<sup>1</sup>Source: <http://theuniversityfaculty.cornell.edu/meetings/RobertsRulesSimplified.pdf>