

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
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PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

The chair recognizes the member by name

How the Motion is Brought Before the Assembly

The member makes the motion: *I move that (or "to") ...* and resumes his seat.

Another member seconds the motion: *I second the motion* or *I second it* or *second*.

The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

After recognition, make a main motion.

Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."

After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."

After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break

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POINT OF ORDER

It is obvious that the meeting is not following proper rules.

Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting

SPGM Summary Reference Sheet | Robert's Rules of Order Citations

Page 51 Parliamentary Procedure

Following basic rules of order and parliamentary procedure may contribute to more effective and efficient decision

Page 63 Voting & Quorum (Continued)

Leadership Council meetings are open to the college community. They are expected to produce an agenda ([Robert's Rules of Order 12th ed, 2020 41:1 \(333\)](#)) and recorded minutes.

Each leadership council will be supported by committees, sub-committees, project teams, and workgroups to address specific issues or to accomplish a designated task. All Councils and Committees, except those connected to the Academic Senate, CTA, or CSEA, should have a clearly defined and posted charter, including the group's charge, membership from each constituency group, meeting frequency, deliverable expectations, EMP objective assignments, and the expiration date of the charter.

The membership composition of committees shall be decided by the respective Leadership Council and should have the expertise necessary to complete the assigned task. Membership should not be established based on solely on parity but rather on functional expertise. Committees, sub-committees, project teams and workgroups shall make decisions by consensus and either implement the decision or forward their recommendation(s) to the appropriate leadership council or Vice President. All voting council members are encouraged to serve on at least one of the council's major sub-committees in order to facilitate communication and integration. The strategic planning leadership council and committee structure is outlined in Chapter six. The membership and structure of the Academic Senate committees that report to the councils shall reflect the Constitution and Bylaws of the NCAS.

Voting & Quorum

The presiding co-chairs should only vote in accordance with the expectations of parliamentary procedure. ASNC appoints one voting member and one alternate member for a total of one vote and one person counted towards quorum; the alternate may cast their vote if the primary member is absent. Unless otherwise stated in the charter, all other specified members of the Leadership Councils are voting members. Any voting member of a Leadership Council cannot concurrently serve as a voting member on another Leadership Council. The proper parliamentary definition of quorum is "a majority of members" (i.e. 50 percent, plus one of voting membership) ([Robert's Rules of Order 12th ed. 2020 40:1 \(328\)](#)). In the event of an e-vote, at least 50 percent +1 of voting member are needed to respond to meet quorum and the majority consensus passes. Attendance/participation may be in-person or virtual; synchronous virtual votes are permitted. Proxies or designees sent by absent members with voting authority are not permitted. Meeting are open and all voices are valued in helping the group make decisions (predominantly by consensus).

Page 65 Voting & Quorum

Unless otherwise noted in the charter as ex officio members, all members of standing committees are voting members. Committee charters should specify both the membership composition as well as those with voting rights (e.g. ASNC may appoint alternate members to ensure effective participation without an additional vote). The proper parliamentary definition of quorum is "a majority of members" (i.e. 50 percent, plus one of voting membership) ([Roberts Rules of Order 12th ed. 2020 40:1 \(328\)](#)). In the event of an e-vote, at least 50 percent +1 of voting member are needed to respond to meet quorum and the majority consensus passes. Attendance/participation may be in-person or virtual; synchronous virtual votes are permitted. Proxies or designees sent by absent members with voting authority are not permitted. Meeting are open and all voices are valued in helping the group make decisions (predominantly by consensus).

Page 67 & 68 Decision-Making Process of all Governance Entities

All action items brought before each governance entity will be added to the agenda by the chair/ co-chairs, and the agenda shall be approved openly at its meetings. Individuals should contact their representatives and/or the chair/co-chairs regarding the process for adding an item to a meeting agenda, and this process should be published on each entity's webpage and within its charter. Action items do not require first and second readings so long as information is disseminated in advance for member review. Meeting material requiring action shall be distributed at least 72 business hours before meetings thusly only necessitating a single read. It is recommended

Page 69 Governance Entities

Below are descriptions for the different types of governance entities supported at Norco College. Each have nuanced differences in accordance with Robert's Rules of Order and are to be established via an approved charter. Charters should note if the entity is an operational or governance group (the latter of which requires constituency representatives). In alignment with our value of inclusiveness, additional venues are offered for open channels of communication. Examples include "All faculty" meetings, Office of the President office hours, and town hall meetings, all of which can be scheduled as needed (it is recommended for each to occur at least once per primary term).

Page 71 Robert's Rules of Order

All Councils and Committees of Norco College are to follow Robert's Rules of Order. Due to the agile and project-specific nature of project teams, task forces, advisory groups, planning teams, town halls, and networks, these entities do not need to operate exclusively within Robert's Rules. However, they should always function in alignment with our core commitments and provide formative or summary reports as noted in their charter.

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