

St. Olaf College Student Senate 2019-20: Robert's Rules Procedures

Agenda Items:	
Call to Order	The start of the meeting called by the chair. After this motion the Parliamentary Procedures are in place.
Roll Call	The Executive Assistant will take attendance of senators at the meeting.
Reports & Announcements	Each senator gets a chance to report on their activities in the past week, as pertains to their role, and share concerns brought to them by their constituents.
Student Comment Section	Any student may address the senate without regards to Robert Rule's Procedures.
Special Orders	Any topic or conversation brought to the Senate's attention.
Consent Agenda	Proposals, after being placed in New Business, may either go to the Consent Agenda or Old Business. On the Consent Agenda proposals are not discussed or voted on individually - but voted on as a group. Any item may be taken off the consent agenda, prior to a vote, at any point, by any senator, with any motion.
New Business	Proposals coming to the senate floor for the first time.
Old Business	Proposals that were tabled in the previous week and not placed in the Consent Agenda (see below for description of table).
Hill Hype	Senators popcorn-style speak up from around the room with any activities, events, or news from campus for the upcoming week.
Actions on Proposals:	
Make a Motion	Any change of suggestion a senator adds to the conversation. Example 1: "I move that we table this proposal for discussion next week." Example 2: "I move to remove the SOC bylaws proposal off of the consent agenda."
Amend	Motion can be used to: add words or phrases, switch the order of words, make a grammatical or spelling correction, etc on a proposal. This motion requires a "second". A new speakers list will be opened and the change will need a ½ vote from senators

	<p>if there is any objection to the amendment.</p> <p>Example: “I wish to amend the proposal to read ‘Senators will provide’ instead of ‘Senators provide will’”</p>
Strike	<p>Cuts words, phrases, sentences, etc. from a proposal. This motion <u>only</u> deletes things from the proposal. This motion requires a “second”. A new speakers list will be opened and the change will need a majority vote, only if an objection is raised.</p> <p>Example: “I wish to strike the following phrase, ‘Student Senate will ...’”</p>
Second	<p>For every “motion” there needs to be a “second”. One does not need to be added to a speakers list, nor called on. Only senators can second a motion.</p> <p>Example: Senator 1: “I wish to strike the first sentence from this proposal” Senator 2: “second”</p>
Straw Poll	<p>Enables the senate room to see the opinions of senators on a proposal. When a motion for a strawpoll is made, it requires a “second”. If passed, the Senator is able to create the conditions for their strawpoll.</p> <p>Example: “This straw poll will help us see if senators are in favor of passing these bylaws changes. Only voting senators will vote for their top two choices. There will be no abstaining.”</p>
Previous Question (PQ)	<p>Needs a “second”. Stops the discussion and turns to vote immediately. Needs a $\frac{2}{3}$ vote.</p> <p>Example: “I would like to call the Previous Question”</p>
Advance the Question (AQ)	<p>Needs a “second”. No more speakers added to the list. Needs a $\frac{2}{3}$ vote.</p> <p>Example: “I would like to call to Advance the Question”</p>
To Table	<p>Select proposals must be brought to the senate over two consecutive weeks. If this is the case, at the end of a conversation the proposal will not be voted upon. It will be tabled and will become Old Business or be placed on the Consent Agenda the next week.</p>
To Adjourn	<p>How a meeting is ended. Requires a second and a majority vote.</p>

	Example: “I move to adjourn this meeting.”
Other:	
Tid-Bit	A 15-second fact of information that can be added to the conversation at any point, there is no need to be called upon or added to the speakers list to add a tid-bit. The tid-bit <u>must</u> be informal (cannot articulate a point or argument).
Speakers List	The order in which people speak during Special Orders, New Business, and Old Business. Each speaker is given 2 minutes per turn to speak; and two turns per _____. To be added to the speakers list raise your placard to get the attention of the chair. If, when you are called upon, you no longer have anything to say - you can respond with “yield”. During this time you can make a motion, give a comment, or ask a question. Authors of proposals and speakers during special orders are exempt from the 2 minute time limit.
To Yield Time	If a senator exceeds the 2-minute speaking per-term time limit, another senator is able to yield their time to that senator. You may only yield time once per speaker, but you can receive as many additional minutes if you are speaking.
Point of Order	When you have a concern about a matter. This can be the temperature in the room or
Point of Information	When you have a question on a matter. The question <i>cannot</i> contain an opinion or be substantial. It must be able to be asked and answered in 30-45 seconds total. Can interrupt the speaker & does not need a vote nor a second.