

SBA Roberts Rules Cheat Sheet¹

This is your **SBA Assembly Rules Cheat Sheet**. Please READ THIS! We will be following a simple, but structured, version of the traditional Robert's Rules. I have tried to make this as easy to follow as possible.

These Rules are structured to allow for efficient, and coherent, deliberation. Before anything, please consider these principles as a baseline for any communication during the SBA assembly proceedings.

Preliminary items

Quorum: The assembly must have quorum before any official action may be taken. An attendance of 2/3 of the total voting body represents a quorum.

Agenda: Please refer to the agenda as your guide for the proceedings. If you wish to be added to the agenda, you must request that the secretary add the item, justifying its presence with appropriate specificity, 48 hours prior to the scheduled meeting.

Order: Always, **address the assembly "in order"**. Follow your agenda, because that's the order of the meeting. If you have something to say about item *x* on the agenda, you must wait until we are discussing it. The chair maintains the order! If you don't like it, you may ask to rearrange. See, *infra*, "tricks".

Speaking up: Simple guide to speaking at GAPSA

1. **Obtain the Floor:** You must petition (ask) the chair for the right to say something.
 - a. How to do this:
 - i. Raise your placard (You may also stand, but raising the placard (your sign) is fine)
 - ii. Wait to be **recognized!**
2. **Speaking:** (Once you are recognized...)
 - a. How to do this:
 - i. Address your comments to the chair (Presiding officer of the meeting)
 1. Say, "Madam/Mr. Chairman, blah blah blah"
 2. Only comment on germane (stuff we're **currently talking about**) issues – DO NOT BRING UP OTHER STUFF, even if it's later on the agenda – This is **out of order**
 - a. Caveat: **A question asked of the chair is almost always in order**
 - b. Remember, this is THE way to talk. It is ALWAYS in order to use this procedure.

Democracy at work: How we make it happen at GAPSA

3. **Voting and the Question:** Git'r done...
 - a. Typically, according to the agenda, there may be several resolutions or issues that require an assembly decision. Here's how we will administrate such an item.
 - i. **Chair calls the item (States the question):**
 1. It is now the item currently considered to be "in order", with the chair saying something like "we will now consider *x*..."
 - ii. **Motions – Get it started**
 1. The sponsor of the item (or anyone concerned with its passage) must now ***motion for the body to act*** (either approve, deny, table, etc. see "tricks")
 - a. You say "I move that we approve *x*..."
 - i. You need a second
 - b. Someone else says "Seconded"
 - iii. **Modification – Change it up**
 1. At this point, the sponsor may make a motion to 'modify' the item. This must be seconded!
 - a. You say "I move to [strike, add, etc.] '*x*' from item '*y*'."
 - i. Someone else says "seconded"
 2. You may accept suggestions (friendly amendments) to modify. If you've got a suggestion, and the sponsor disagrees, it is a **NEW RESOLUTION**, which must be

¹ Adopted, with strong liberties, from Roberts Rules of Order, 2008 Edition

approved in the same vein – But not now! Remember, you'll need to start all over again with a new motion

iv. **Debate – Sort it out**

1. Once the item is proffered to the assembly, the chair will say “It has been motioned, and seconded that we do x, is there any debate?”
 - a. **The sponsor has privilege to speak first**
 - i. Everyone speaks ONCE!
 1. At the discretion of the chair, the sponsor may answer specific questions by other members
 - ii. This is where you say your piece, either supportive or not.

v. **Call of the question - VOTING**

1. This means the item is **NOW UNDER CONSIDERATION FOR ACTION**
 - a. Action means *this is it!* We're making decisions!
2. **Anyone (including the chair) may attempt to cut off debate at anytime and go to the vote**
 - a. You say, “I move the **previous question**”
 - i. This must be seconded – IT IS THE CHAIR'S DISCRETION TO DENY THIS MOTION IF SHE FEELS THE MATTER HAS NOT BEEN PROPERLY DISCUSSED
 - b. Someone else says, “Seconded”
3. The chair says, “We will now call the question...”
 - a. A preliminary vote will be a **voice vote**
 - i. If you question the outcome, or would like a recorded vote, say “I move for a recorded vote”
 - b. A **recorded vote** will then be taken
4. YOU DID IT! Or you didn't. But after the vote, we move forward to the next item.

Voting Particulars:

- Money questions (reserve fund requests, extra-budget allocations, travel requests, etc.)
 - o If the item **has been reviewed** by the finance committee:
 - A majority vote passes the resolution
 - The lack of majority denies the funding
 - o If the item **has NOT been reviewed** by finance committee:
 - A supermajority (2/3 of the quorum) is required to pass funding

Tricks of the Trade (You'll benefit by knowing these parliamentary maneuvers)

- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Asking a question! Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified