

WE *the* **STAFF**, at the
UNIVERSITY of **GUELPH**



BELIEVE *in the* **VALUES** of

COMMUNITY

INTEGRITY

INCLUSIVITY

TRUST AND THE

PURSUIT OF EXCELLENCE

OUR VALUES REQUIRE *the* FOLLOWING BEHAVIOUR:

ESTABLISH *an* **TRUST** THROUGH **RESPECT**
ENVIRONMENT of **TRUST** + **COOPERATION**



FOSTER CONSIDERATE,
OPEN, HONEST, + TIMELY **COMMUNICATION**

LISTEN + SEEK *to*
UNDERSTAND **RESPECT** OPINIONS, FEELINGS,
+ OBJECTIVES



RECOGNIZE
+ VALUE **ACCOMPLISHMENTS**

SEEK
MUTUALLY BENEFICIAL
OUTCOMES *with an* ENTHUSIASTIC,
CONSTRUCTIVE, + FLEXIBLE ATTITUDE

APPRECIATE + HONOUR
DIVERSITY



LIFELONG LEARNING



ENCOURAGE
INNOVATION



Robert's Rules of Order

Director Training Session

Become familiar with common parliamentary procedures.

Assist you in feeling comfortable in how to participate in CSA Board of Directors meetings.

Ensure that you know your privileges and rights.

Ensure that you know, or know where to get further information on, how to conduct yourself during a CSA Board Meeting.

Read This!

Simplified Parliamentary Procedure

Iowa State University- Extension to Communities

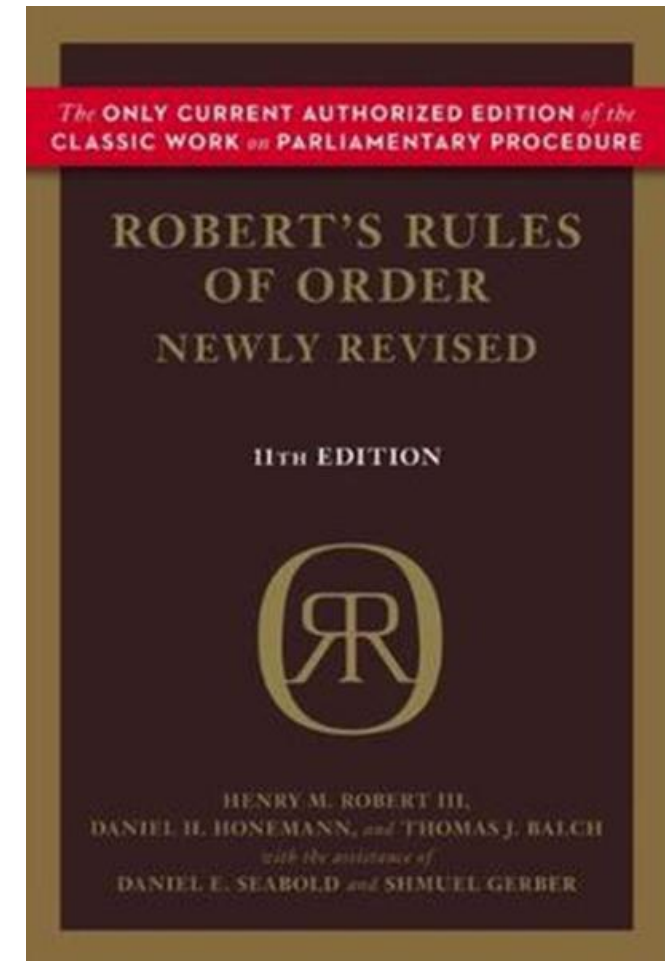
Why follow Robert's Rules of Order?

- Allows for democratic speech and action
- Preservers order
- Rights of the organization supersede the rights of individuals
- Facilitates group decisions

Robert's Rules of Order Newly Revised

Commonly referred to as Robert's Rules of Order, RONR, or simply Robert's Rules.

The most widely used manual for meeting procedure and business rules in the English-speaking world.



https://en.wikipedia.org/wiki/Robert%27s_Rules_of_Order

CSA Rules of Order

Board of Director Meetings of the Central Student Association (CSA) are organized and governed by the CSA Rules of Order, and the CSA Bylaws.

Where these governing documents are silent, the Board of Director Meetings are organized and governed by Robert's Rules of Order.

Between Robert's Rules of Order and the CSA Rules of Order, there is much to learn.

This training session provides only a brief introduction to Robert's Rules.

Do your best and remember to be respectful and courteous.

You are encouraged to learn more about the rules of order that the CSA follows on your own time after this training sessions:

- Review this presentation in detail
- Complete the quizzes by yourself, or with friends
- Read a copy of Robert's Rule's of Order, or the 'For Dummies' version.
- Follow-up with the PTM if you have a questions
- Work with the Policy & Bylaw Review Committee (PBRC) to update, add, or remove policy or bylaws
- Read the pdf Robert's Rules summaries included with your Director Manual

The CSA expects all Directors to review and be familiar with all CSA Bylaws, CSA Policies, and the CSA Rules of Order.

All Directors and Executive are to sign a Confidentiality & Conflict of Interest Agreement and return it to the Policy & Transition Manager (PTM) before Thursday September 3, 2020.

Common Parliamentary Procedures

(a few examples)

Terminates the meeting.

You want the meeting to end.

"I move that we adjourn."

An individual may raise on a point of order if they feel that business is proceeding incorrectly.

The Chair must either agree or disagree with the point raised.

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

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

An individual may also use this point if they do not understand the proceedings and/or wish to have a clarification made on a specific ruling.

E.g. Challenges an error in procedure and requires a ruling by the Chair.

"I rise to a point of order" or "Point of order!"

Individuals may raise Points of Privilege if it is felt that their rights as members of the assembly have been violated.

If you do not understand what is happening, you can interrupt the speaker and request clarification on a Point of Privilege.

This Point can also be used if an individual is unable to participate in the discussion due to an inability to hear the speaker, because the room is too hot or cold, or because s/he is unclear on matters of procedure.

Example

The noise outside the meeting has become so great that you are having trouble hearing.

Without recognition, "Point of personal privilege."

Chairman: "State your point."

Member: "There is too much noise, I can't hear."

When You Can Interrupt

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

Screenshot from pdf
handout:

MSG-
ROBERTS_RULES_CHEAT_S
HEET - CSA Board Aug
2020

(included with your
Directors Manual)

Activity

1. Break into small groups
2. Join the assigned Teams Channel
3. Work as a group to complete the worksheet
4. Everyone to go through results together at the end

OPTIONAL

Stick around for the quiz at the end and go head-to-head with your parliamentary procedure knowledge!!!

Optional Follow-up

Link to Parliamentary Procedure quiz on quizizz.com.

- [Robert's Rules](#)
- [Parliamentary Procedure 1](#)
- [Parliamentary Procedure 2](#)

Press 'Practice' and close out the sign in popup to go through the questions alone at a convenient time for you.

Interesting video: "Point of order, Madam Chair!"

This video drives home the importance of knowing proper parliamentary procedure in some situations.

It's also a lesson in how we could all afford to provide each other with higher levels of respect.

Reflection

- Minister Baird appears to be correct, but does his demeanor projecting respect to his fellow committee members; including the Chair? How would you have handled this situation if you were Minister Baird?
- Could Chair Ratansi have handled herself differently? How would you have handled this situation if you were her?

Common Parliamentary Procedures

(for reference after training)

Gives a motion more detailed attention or permits it to be handled in privacy.

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

"I move to refer the matter to the Policy & Bylaw Review (PBRC) Committee."

Also known as POSTPONE DEFINITELY

Defers consideration to a definite day, meeting, or hour, or until after some particular event.

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.

"I move that the question be postponed until the next meeting" or "I move to postpone the motion until after the address by our guest speaker."

Disposes of a question without bringing it to a direct vote.

You want to kill a motion that is being discussed.

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

"I move that the motion be postponed indefinitely."

Ends debate and orders an immediate vote.

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

"I move the previous question" or "I move we vote immediately on the motion."

Modifies debate by limiting or extending the number or length of speeches.

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

"I move that debate be limited to one speech of two minutes for each member" or "I move that the speaker's time be extended three minutes."

Permits a short intermission in a meeting.

You want to take a break for a while.

"I move that we recess for 10 minutes" or "... until 2:00" or "... until called to order by the chair."

Terminates the meeting.

You want the meeting to end.

"I move that we adjourn."

Permits a member to remove his or her question from consideration even after the motion has been restated by the Chair.

You have made a motion and after discussion, are sorry you made it.

“Madam Chair, I move that I be allowed to withdraw the motion.”

Requires that the adopted agenda or order of business be followed.

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

“Madam Chairperson, I call for the orders of the day” or “Mr. Chair, I demand the regular order.”

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

"Madam Chairman, I move to suspend the rules and move item 5 to position 2."

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"I rise to a point of order" or "Point of order!"

This point is the most misused one in the book.

This Point is used to ask for information that you feel is essential to your understanding of the debate.

"I rise to a point of information" or "A point of information, please."

It may not be used to GIVE information.

The member may decide not to answer the question by refusing to yield the floor.

Again, it is not in order to give someone information on a point of information.

Example

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

Without recognition, "Point of information."

Requests the chair's opinion (not a ruling) on a matter of parliamentary procedure as it relates to the business at hand.

You are confused about some of the parliamentary rules.

"I rise to a parliamentary inquiry" or "A parliamentary inquiry, please."

Challenges a ruling of the Chair.

CSA Rules of Order, Section 5.0. Challenging the Chair provides the related procedure.

"I appeal from the decision of the Chair."

When an individual disagrees with the Chair's ruling:

1. The mover must state why s/he disagree with the ruling.
2. The Chair may then give the reasoning behind the ruling.
3. A vote is then taken to affirm the Chair's ruling.

Question = Motion

Permits a motion to be divided into two or more parts in order that they may be considered separately.

You feel a motion is too complex and should be split into two or more separate motions.

"I move to divide the motion so that the question of purchasing decorations can be considered separately."

Also referred to as a Roll Call vote.

Calls for a verification when a member doubts the accuracy of a voice vote or show of hands.

"Division!" or "I call for a division."

A Motion to Table lays a pending question (motion) aside temporarily when something more urgent has arisen.

"I move to lay the question on the table" or "I move that the motion be laid on the table."

Often used in the attempt to "kill" a motion.

The option is always present to "take from the table", for reconsideration by the membership.

Previous notice is an announcement that a motion will be introduced at a future meeting.

The note taker is to include notice of the motion in meeting agendas and minutes.

Providing a notice of motion eliminates surprises and supports an informed decision-making process as it provides members with time to review and contemplate issues.