The Rules and How to Use Them

**Essential Knowledge for Getting Your Way**

Before you do anything…

* You need a **Quorum.**
* Quorum means having a majority (50%+1) of an Assembly’s members in attendance.
* Without a Quorum you pretty much have no meeting. So make sure you have Quorum!
* *Exception*: Committee as a Whole allows less than a Quorum to conduct business when the meeting has been previously announced. (Only applies to IPhi meetings, CaaW is not in RR)

The “Motion”

* This is how you get what you want. “**I move to…”**
* Generally a motion requires a **second**, otherwise it falls. **“Is there a second? Second.”**
* A motion must generally be **fully debated** before voting **“Discussion.” “There has been a motion to ...... All in favor say ‘aye,’ all opposed say ‘nay.’”**
* Majority Rules, Minority is heard. **Motion belongs to the Assembly, NOT the person who made the motion!**

Amending a Motion

* In general, a Motion can be **amended** during discussion
* **“I move to amend the previous motion, to strikeout ‘$5’ and insert ‘$10’”**
* *Use this for when you agree with a motion but disagree on the details*
* The amendment is voted on first, then the amended motion is voted on

Canceling a Motion

* **“I strike my motion” –** This can only be used by the person who made the motion, before it has been seconded. A seconded motion belongs to the Assembly.
* **“I move to postpone the motion indefinitely.”** – Can be used by anyone during Discussion. Has to be voted on.

Point of Information

* This is how you get information about a question currently being debated.
* Get recognized, and direct your Point of Information to the Chair
* The Chair will ask if anyone can answer you (usually someone will).

Point of Order

* This is a reminder to the Chair to follow proper procedure.
* Use this when a member violates a rule, speaks out of turn, or when the Chair makes a mistake.
* **Ex. Calling a vote on a general motion without having discussion first**
* A Point of Order can interrupt another speaker.

Point of Privilege

* **“Point of privilege.” “I rise to a question of privilege.”**
* Used when something is interfering with your ability to make fully informed decisions during a meeting, such as matters of personal comfort, the current speaker’s volume, or other members being disruptive.
* If someone is being disruptive, you can also call them to order. **“I call \_\_\_\_\_ to order.”**

Parliamentary Inquiry

* Robert’s Rules can be confusing, and sometimes you are not sure how to get what you want.
* Get recognized, tell the Chair you have a Parliamentary Inquiry
* **“Parliamentary Inquiry: how do I close debate on this question and move it directly to a vote?”**

Call the Question

* Use this to end those pesky debates that never seem to end.
* Ends debate and moves directly to a vote.
* **“I call the question.”** or **“I move the previous question.”**
* Requires **2/3 vote**, and then you must vote on the **original motion.**
* Yes, it can be a little confusing.

Voting on Requirements or Changes to Chapter Documents

* Active/Pledge Requirements, Budgets, and changes to the Bylaws or Constitution need to be available for the chapter to view for 2 weeks before they are voted in.
* **“I move to vote in....”** and then during Discussion **“I move to postpone voting for X weeks until the General Meeting on MM/DD/YYYY.”**

Rescind/Amend Something Previously Adopted

* This is your tool to change something done in the past that you do not agree with.
* Requires a **2/3 vote**, or a **majority with previous notice.**

Refer to Committee

* Use this when you have a complex motion or question that you do not believe can be answered fully in a general meeting.
* Can refer to an existing committee or create a new committee.
* The motion leaves the floor and now new business can be taken up.

Ending the Meeting

* THIS MOTION IS NEVER DEBATABLE!
* “I move to end the meeting”
* There is no debate, and it proceeds straight to a vote.