Rules of Order

Ranking Order of Rules (RRO Pg 84)
- Law (rules prescribed by applicable law)
- Corporate Charter (for incorporated groups)
- Bylaws or Constitution (basic rules relating principally to itself as an organization)
- Rules of Order (written rules of parliamentary procedures)
- Standing Rules (administrative details)
- Custom (habits that group has been suing continuously)

Motions (RRO Pg 19-37)
- Clearly word motion to take action or a position. ("I move...")
- Motion must be seconded. ("Second!" allows discussion to occur, does not signify approval.)
- Chairman restates the motion. ("It is moved and seconded that... This provides clarity.)
- Discussion/debate occurs.
- Chair closes discussion and asks for a vote.

Amendments (RRO pg 39-51)
- Motion is made, seconded, chair states the motion and opens up discussion.
- Someone offers amendment.
- Chair asks if any objections to adopting the amendment.
- If no one objects, the chair declares the amendment adopted.
- If one or more object, Chair opens the floor to debate on the amendment.
- After debate, amendment is voted on.
- After vote on amendment is over, original motion is voted on.

Point of Order (RRO pg 90-93)
- Member stands, interrupts chair saying "Point of Order", and tells how the rules have been broken, then sits down.
- No second is needed and no vote is taken.
- Chair rules that the "Point of Order" is well taken or not and briefly gives reasons which are recorded in the minutes.
- A member who feels that the rules have been violated can appeal the decision of the chair to the group as a whole.
- After debate, amendment is voted on.
- The appeal needs a second and may be debated and then voted on.

Call the Question (RRO pg 35-36)
- This is commonly used to end debate and force the motion to be voted on.
- In order to end the debate, you must first obtain the floor, then move the previous question.
- Needs to be seconded and then adopted by a two-thirds majority or unanimous consent. If passes, the original motion is immediately voted on.

Voting (RRO pg 66-71)
- You must have a quorum when you take a vote, not just at the beginning of the meeting.
- Abstentions do not count as a vote.
- An abstentions can count as a "no" vote only if the person is included in the majority count of the voters.

For more information, the Senate Constitution and Bylaws can be found at:
http://www.mtu.edu/senate/governing/constitution-bylaws/