

Robert's Rules of Order

A crash test for those who are new and those who aren't
but could stand to be reminded anyways

Reminders

- Everyone MUST email in advance for an absence to be excused. More than 3 unexcused-absences and you will lose your position as councillor. No Exceptions.
- Email Rida: speaker@ssmu.mcgill.ca
- Clean-up after council!

Reports

- Councillor reports are not optional, and due at **7 pm on the Sunday** before council. Not submitting reports is grounds for losing your position.
- Email Rachel: parliamentarian@ssmu.mcgill.ca
- Late reports will count as submitted (better to give one late than not at all), however they will not be included in the document.
- Late reports may be uploaded individually **only** to back up an announcement made during council.

**When in doubt,
email us both!**

Speaking in Council

- Please use the microphones!
- All comments are directed at the dais (no personal remarks should be made about other councillors).
- Place placards vertically to let it be known you wish to speak, please do not raise or wave them around.
- Having a question period after each motion is an option: it must be motioned for and has a default time of 5 minutes (only answers count).

Voting

- Everyone ALWAYS has to vote.
- Procedural matters only allow a 'yes' or 'no' vote.
- Substantive matters allow a 'yes', 'no' or 'abstain' vote.
- Dividing the question and other motions pertaining to voting can only be made once council has voted to move into voting procedure.

Motions

- Motions that can interrupt a speaker:
 - Point of Order - When you feel a mistake or a breach of procedure has occurred
 - Point of Personal Privilege - If you can't hear, or other personal concerns immediately impacting your participation in debate
 - Point of Information - Either to request the source of a citation or statistic, or to allow another person to provide factual information during your speaking time
- For more information: Quick Chart of Motions - <http://www.robertsrules.org/motions.htm>

Standing Rules

(Where we deviate from Robert's Rules)

- Default speaking time of 1 minute.
- During guest presentations, questions may only be asked of the guest speakers.
- Councillors Reports have a time limit of 3 minutes.
- Committee and Executive Reports have a time limit of 5 minutes.
 - These times can be motioned to be extended by council, and exceptions can be made under certain circumstances.

Standing Rules Cont'd

- There is no limit to how often someone may speak to a motion, however the speaker will always do their best to ensure everyone gets the chance to speak.
- This means those who haven't spoken yet may be given priority even if your placard has been up for longer.
- After every 5 speakers we will ask for points or motions on the floor, please wait until then to allow everyone equal opportunity to speak.

Standing Rules Cont'd

- 'Friendly' amendments will be allowed - as long as they are accepted by the movers they will be included and not voted upon for inclusion. All other amendments require a simple majority vote for inclusion.
- Amendments must be submitted to the parliamentarian in writing. They will be put on the screen and numbered in the order received. Council will be notified immediately of new amendments, however any motion to debate on them must wait for the 5 speaker mark.
- Motions for a roll call vote will continue to be accepted by the speaker without a vote - please remember this motion should be made as a measure of accountability and not to waste council's time.

Resources

- Back of your placard
- <http://www.robertsrules.org/>
- 1915 Public Domain 'long' version
(<http://www.robertsrules.org/rror--00.htm>)

Questions?

- If you ever need further clarification or any more explanations feel free to contact either (or both!) or us.

- parliamentarian@ssmu.
mcgill.ca

- speaker@ssmu.mcgill.c
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