

**FACULTY OF COMMUNITY  
SERVICES SOCIETY**

**FCSS ROBERTS  
RULES**

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## 1.0 RULES

It is tradition in meetings for post secondary student governments to use Robert's Rules as a means to govern the operations of a meeting.

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
Complaining 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 we call the 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 irrelevant 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

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

## 2.0 PROCEDURE FOR HANDLING A MAIN MOTION

**NOTE:** Nothing goes to discussion without a motion being on the floor.

### Obtaining and assigning the floor

A board member raises hand/placard when no one else has the floor

- The chair recognizes the member by name or position

How the Motion is Brought Before the Board

- The member makes the motion: I move that (or "to") ... and resumes seat.
- Another member seconds the motion: I second the motion or I second it or second.
- The chair states the motion: It is moved and seconded that ... Are you ready for the question?

### Consideration of the Motion

1. Members can debate the motion.
2. The maker of the motion (mover) has first right to the floor for motivation
3. Debate must be confined to the merits of the motion.
4. Debate can be closed only by a Call of Question (2/3 vote) or by the chair if no one seeks the floor for further debate.

### The Chair puts the motion to a vote

1. The chair asks: Is there any further discussion? If no one rises to claim the floor, the the chair proceeds to take the vote.
2. The chair says: The question is on the adoption of the motion that ... All in favor

(Pause and record response.) All opposed (Pause and record response.) All abstentions  
(Pause and record response.)

### **The Chair announces the result of the vote.**

1. The ayes have it, the motion carries, and ... (indicating the effect of the vote) or
2. The nays have it and the motion fails

### **WHEN DEBATING YOUR MOTIONS**

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite and respectful

## **3.0 HOW TO DO THINGS IN BOARD MEETINGS**

### **MAIN MOTION**

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Chair, I move that \_\_\_\_\_."

### **AMENDING A MOTION**

You want to change some of the wording that is being discussed.

- After recognition, "Chair, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Chair, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Chair, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and adding in their place the following words \_\_\_\_\_."

### **REFER TO A COMMITTEE**

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

- After recognition, "Chair, I move that the question be referred to a committee made up of members Smith, Doe and Wick."

### **POSTPONE DEFINITELY or TABLE**

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.

- After recognition, "Chair, I move to postpone the question until \_\_\_\_\_." or "I move to table the question until \_\_\_\_\_"

## **CALL THE QUESTION**

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

- After recognition, "Chair, I move to call the question."

## **LIMIT DEBATE**

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

- After recognition, "Chair, I move to limit discussion to X minutes per speaker, Y times per point"

## **POSTPONE INDEFINITELY**

You want to kill a motion that is being discussed without voting .

- After recognition, "Chair, I move to postpone the question indefinitely."

## **POSTPONE INDEFINITELY**

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

- After recognition, "Chair, I move to postpone the motion indefinitely."

## **RECESS**

You want to take a break for a while.

- After recognition, "Chair, I move to recess for X minutes."

## **ADJOURNMENT**

You want the meeting to end.

- After recognition, "Chair, I move to adjourn."

## **PERMISSION TO WITHDRAW A MOTION**

You've moved a motion and after discussion, you no longer wish to have the motion be considered.

- After recognition, "Chair, I ask permission to withdraw my motion."

## **DIVIDE THE QUESTION**

You want to have the motion's resolution clauses voted on individually. You want to isolate a specific resolution from an omnibus to be considered individually.

- After recognition, "Chair, I move to divide the question"

## **SUSPENDING THE RULES**

The agenda has been approved and as the meeting progressed, you would like an agenda item moved earlier or later in position.

- After recognition, "Chair, I move to suspend the rules and move item X to position Y."

### **POINT OF PERSONAL PRIVILEGE**

Your access to the discussion is being inhibited. Noise is too loud, projector is not working.

- Without recognition, "Point of personal privilege."
- Chair: "State your point."
- Member: "There is too much noise, I can't hear."

### **COMMITTEE OF THE WHOLE / "CAMERA"**

You are going to propose a question that is likely to be controversial or is confidential by nature. You are discussing funding for a student group. You want to keep out visitors, press and other non-members of the board.

- After recognition, "Chair, I move that we go into a committee of the whole" or "I move to go into camera".

### **POINT OF ORDER**

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

- Without recognition, "Point of order."

### **POINT OF INFORMATION**

You are wondering about some of the facts under discussion, (For example: Current state of budget when expenditures are being discussed.)

- Without recognition, "Point of information."

### **POINT OF INQUIRY**

You are confused about some of the Rules of Order.

- Without recognition, "Point of inquiry."

### **APPEAL FROM THE DECISION OF THE CHAIR**

- Without recognition, "I appeal from the decision of the chair."

## 4.0 RULE CLASSIFICATION AND REQUIREMENTS

<b>Class of Rule</b>	<b>Requirements to Adopt</b>	<b>Requirements to Amend</b>	<b>Requirements to Suspend</b>
<b>Constitution</b>	By default	By $\frac{2}{3}$ majority vote at an AGM with quorum. Further, by approval of the Toronto Metropolitan University Board of Governors	Cannot be suspended
<b>By-laws</b>	By default	By $\frac{2}{3}$ majority vote at any general meeting with quorum.	Cannot be suspended
<b>Roberts Rules</b>	By default, by Chair	See below.	Can be suspended by session in part. By $\frac{2}{3}$ majority
<b>Special/Modified Rules of Order</b>	Prior notice and by $\frac{2}{3}$ majority vote.	N/A	By $\frac{2}{3}$ majority vote.
<b>Standing Rules</b>	By majority vote.	By majority vote.	By majority vote.