

Adapted Roberts Rules of Order
For use by the University Graduate Council

What is Parliamentary Procedure?

It is a set of rules for conduct at meeting that allows everyone to be heard and to make decisions without confusion.

Why is it important?

Because it is a time tested method of conducting business at meetings and public gatherings. It has been adapted to meet the needs of the University Graduate Council. So it's important that everyone knows these basic rules.

I. Order of Business

The general meeting of the Council will typically follow this order.

1. Call to order
2. Reading of minutes of last meetings
3. Reports
 - i. Chair's Reports
 - ii. Dean's Reports
 - iii. Committee Reports
4. Unfinished Business
5. New Business
6. Adjournment

II. Some Basics

1. Motions

All motions must be seconded and adopted by a majority vote unless otherwise noted. All motions may be debated unless otherwise noted. (Procedures for motions provided on the next page.)

2. Debate

Each motion that is debated receives ten minutes of debate. The member initiating the motion speaks first. The chair asks for a rebuttal. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time.

3. About Voting

Majority vote is more than 50% of those present and voting.

III. Parliamentary Procedure only works when used

4. Expanding on your motion

- a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
- b. The mover is always allowed to speak first.
- c. Keep the times limit for speaking that has been established.
- d. The mover may speak again only after other speakers are finished, unless called on by the Chairperson.

5. Putting the Question to the Membership.

- a. The Chairman asks, "Are you ready to vote on the question?"
- b. If there is no more discussion, a vote is taken.
- c. On a motion to move the previous question may be adapted.