

Robert's Rules of Order

(Second Edition)

Last Revised in **June 2001**
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I. Floor Rules and Privileges

A. Powers of the Chair

1. The Chair shall have the power to deny dilatory motions of any speaker
2. The Chair shall have the option of extending debate and/or questioning periods
3. The Chair shall have the option of granting floor privileges to anyone present.

B. All Parliamentary Procedure not specifically outlined here shall be followed according to the Chair's interpretation of the latest version of Robert's Rules of Order.

C. Issue Forum

1. There shall be a five (5) minute time limit on an issues brought by the Executive Board, which may be extended by the body or the chair.
2. There shall be a five (5) minute time limit on all other issues brought by the body, which may be extended by the body or the chair.

D. Motions

1. Motion to Pass
 - a. This motion shall require the support of a majority of the voting members present.
2. Motion to Adjourn
 - a. This motion shall be undebatable, unamendable, and cannot be reconsidered.
 - b. This motion shall require the support of a majority of the voting members present.
3. Motion to take a Recess
 - a. This motion shall be undebatable, unamendable, and cannot be reconsidered.
 - b. This motion shall require the support of a majority of the voting members present.
4. Motion to raise a point of information
 - a. This motion shall be undebatable, unamendable, and cannot be reconsidered.
 - b. This motion shall be decided by the discretion of the Chair.
 - c. This motion may be made without being recognized by the Chair.
 - d. This motion does not require a second.
5. Motion to raise a point of order
 - a. This motion shall be undebatable, unamendable, and cannot be reconsidered.
 - b. This motion shall be decided by the discretion of the Chair.
 - c. This motion may be made without being recognized by the Chair.
 - d. This motion does not require a second.
6. Motion to appeal the decision of the Chair
 - a. This motion shall be unamendable.
 - b. This motion shall require the support of a majority of the voting members present.
 - c. This motion may be made without being recognized by the Chair.
7. Motion to call for Division
 - a. This motion shall be undebatable, unamendable, and cannot be reconsidered.
 - b. This motion shall be decided by the discretion of the Chair.
 - c. This motion shall require the support of a majority of the voting members present if the chair denies the motion.
8. Motion to nominate
 - a. This motion shall be undebatable, unamendable, and cannot be reconsidered.
 - b. This motion does not require a second.
9. Motion to open/close nominations
 - a. This motion shall be undebatable and cannot be reconsidered.
 - b. This motion shall require the support of 2/3 of the voting members present.
10. Motion to suspend the rules
 - a. This motion shall be undebatable, unamendable, and cannot be reconsidered.
 - b. This motion shall require the support of 2/3 of the voting members present.
11. Motion to make a friendly amendment
 - a. This motion shall undebatable, unamendable, and cannot be reconsidered.
 - b. This motion shall require the support of the author(s) of the original motion.
12. Motion to amend
 - a. This motion shall require the support of a majority of the voting members present.
13. Motion to lay on the table

- a. This motion shall be undebatable, unamendable, and cannot be reconsidered.
 - b. This motion shall require the support of a majority of the voting members present.
- 14. Motion to take from the table
 - a. This motion shall be undebatable, unamendable, and cannot be reconsidered.
 - b. This motion shall require the support of a majority of the voting members present.
- 15. Motion to call for the previous question
 - a. This motion shall be undebatable, unamendable, and cannot be reconsidered.
 - b. This motion shall require unanimous support.
 - c. This motion does not require a second.
- 16. Motion to call for acclamation
 - a. This motion shall be undebatable, unamendable, and cannot be reconsidered.
 - b. This motion shall require unanimous support.
 - c. This motion does not require a second.
- 17. Motion to reconsider
 - a. This motion shall be unamendable, and cannot be reconsidered.
 - b. This motion must be made by a voting member who previously voted against the motion.
 - c. This motion shall require the support of a majority of the voting members present.
- 18. Motion to end/extend debate
 - a. This motion shall be undebatable and unamendable.
 - b. This motion shall require the support of 2/3 of the voting members present.
- 19. Motion to use pro/con debate format
 - a. This motion shall be undebatable, unamendable, and cannot be reconsidered.
 - b. This motion shall require support of a majority of the voting members present.
- 20. All motions shall require a second, be debatable, be amendable, and may be reconsidered unless otherwise stated.

II. Legislation

- A. All legislation is to be read and passed by majority vote at two separate regularly scheduled meetings. Except for constitutional revisions, which must be passed by majority vote on first reading and by 2/3 majority on second reading, and resolutions which must be passed by 2/3 majority on one reading.
- B. Legislation may be passed in one reading by a 4/5 majority, except for Housing, SG, and RHW budgets additions to or revisions of the constitution or by-laws, which include, but are not limited to, the Finance Manual and the Rules and Procedures.
- C. The author of the legislation shall be allowed not more than 5 minutes to present it to the body.
- D. Legislation must be moved and seconded.
- E. Common Debate Structure
 - 1. Five (5) minutes of non-debatable questions will be allowed.
 - a. Such a question must be able to be answered with yes, no, or a known fact.
 - b. Debatable questions will be ruled dilatory.
 - 2. Ten (10) minutes of debate and discussion will be allowed.
 - 3. When the questioning and debate is done, the author may have final speaking privileges after which, a voice vote will be taken.
- F. Pro/Con Debate Structure
 - 1. By decision of the chair, or by a majority vote of the body, the following debate format may be used.
 - 2. Five (5) minutes of non-debatable questions will be allowed.
 - a. Such a question must be able to be answered with yes, no, or a known fact.
 - b. Debatable questions will be ruled dilatory.
 - 3. The chair will allow for speakers to be recognized in the following format:
 - a. A con speaker for two (2) minutes
 - b. A pro speaker for two (2) minutes
 - c. A con speaker for two (2) minutes
 - d. A pro speaker for two (2) minutes
 - e. A con speaker for three (3) minutes
 - f. A pro speaker for three (3) minutes

4. If a speaker does not use all the time available, another like speaker will be recognized for the remainder of the time.
 5. When the questioning and debate is done, the author may have 3 minutes for final speaking privileges after which, a voice vote will be taken.
- G. Amendments
1. The author of the amendment will be allowed to present it to the body.
 2. Three (3) minutes of non-debatable questions will be allowed.
 - a. Such a question must be able to be answered with yes, no, or a known fact.
 - b. Debatable questions will be ruled dilatory.
 3. Five (5) minutes of debate and discussion will be allowed.
 4. When the questioning and debate is done, the author may have final speaking privileges after which, a voice vote will be taken.

III Election Procedure

- A. Member at Large/Associate/Alumni Elections
1. These elections will be held on the 1st regular meeting of every month.
 2. The floor will be opened for nominations.
 3. Nominations will be taken and do not need to be seconded.
 4. Only one nomination will be allowed per person at a time.
 5. Nominees must accept or decline the nomination.
 6. Candidates will give a one (1) minute speech, in order of nomination.
 7. Each candidate may have a one (1) minute pro from another speaker.
 8. Candidates will be voted upon separately, also in order of nomination.
 9. A $\frac{3}{4}$ vote is required for election, provided there is quorum.
 10. In the event that there are more candidates than seats available.
 - a. Each candidate will be voted upon separately
 - b. The candidates receiving the highest percentage above 75% will fill the open seat.
 - c. In the case of a tie, the format will be repeated until a winner is declared.
 11. This format is valid for Member at large, Associate, and Alumni elections.
- B. Executive Board Elections
1. Elections will take place at a special meeting, scheduled by the Executive Board, which is to be scheduled to take place before the next regular meeting of the IRHA.
 2. The Presidential Election shall take place under the same circumstances and rules as all Executive Board Elections, except that it shall take place at least 48 hours before the remainder of the elections.
 3. Nominations:
 - a. Nominations will be taken at a regularly scheduled meeting of the IRHA as determined by the Executive Board
 - b. Nominees must declare whether they wish to accept, decline, or wait on their nomination. To wait is to hold off on deciding whether or not to accept the nomination until the election starts.
 4. Speeches:
 - a. Each candidate for President, Vice-President, Auditor, Business Manager, and Secretary shall be allowed five (5) minutes to give a speech.
 - b. The order of speeches will be determined by random drawing.
 - c. During each candidate's speech, the other candidate(s) will remain outside the room.
 5. Q & A:
 - a. There will be a questioning period to last fifteen minutes per candidate seeking office.
 - b. Questioning may be extended by a $\frac{2}{3}$ vote.
 - c. Each questioner will be allowed one question and one follow-up question.
 - d. Each candidate will answer each question. The first response to the first question will be given by the first candidate to give their speech. The first response to the second question will be given by the second candidate to give their speech. This cycle continues and starts over when all candidates have given a first response.

- e. Each candidate will be limited to two (2) minutes per answer
 - f. Repeat and con questions will be ruled dilatory.
 - g. There will be a five (5) minute break after each hour of questions and answers and in between each office election.
 - h. If any particular election takes less than one hour total, there will be no break.
6. Pro-speeches:
- a. Following the questioning period, all of the candidates will leave the room and a maximum of two (2) pro speeches may be given for each candidate.
 - b. Each pro-speech may not exceed two (2) minutes in length.
 - c. No con-speeches will be allowed. Any such speaker will be ruled dilatory and lose speaking rights for the remainder of the elections process.
7. Voting
- a. Following pro-speeches, ballots will be collected by roll call.
 - b. A candidate must receive a simple majority to be elected.
 - c. If no candidate receives a simple majority, the top candidates whose votes total 50% plus one (1) vote, will enter a run-off.
 - d. If there is a tie amongst the top candidates which prevents selecting only the top 50% plus one (1), a regular runoff will be held amongst all the top candidates.
 - e. The run-off will consist of a roll call vote.
 - f. Tie vote
 - i. In the case of a tie vote, there will be a five (5) minute break.
 - ii. Each candidate will be allowed to give a one (1) minute speech.
 - iii. Each candidate will answer two (2) questions from the body.
 - iv. A roll call vote will be taken and the candidate with a simple majority will be declared the winner.
8. If no candidates are qualified to serve office, a vote of “no confidence” may be entered. This vote does count in calculating the majority.
9. If a voter wishes to not enter a vote, a vote of “abstain” may be entered. This vote does not count in calculating the majority.
10. Candidates may “slide” from one office and run for another.
11. In the event there are no candidates nominated for an office, that office will be the final office elected.
12. Roll call will be taken before each election process and after breaks.
13. Members must be present during an entire election process for a given office to vote for that office.
14. Members allowed to cast ballots in Executive Board elections are Members at Large and Associates elected at least three (3) weeks before Executive Board elections, area representatives active for the entire Spring semester, and the current Executive Board.

IV Ratification

- A. This document will become an official by-law of the IRHA constitution after being read and passed by majority vote on first reading and 2/3 majority vote on second reading.
 - 1. This document must undergo a review at least every two years in conjunction with the IRHA constitution.