



Las Positas College Student Government Robert's Rules of Order-Basic Information

The following information and cheat sheet should not be a substitute for Robert's Rules of Order, Newly Revised, 12th Edition (September 2020), but is meant to supplement the full set of rules. Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly.

Benefits of parliamentary procedure include the following:

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- Ability for each member to provide input
- Majority rule
- Protection of the rights of all members including the minority

Basic Principles:

- All members have equal rights, privileges and obligations
- No person can speak until recognized by the chair
- Personal remarks during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- Full and free discussion of every main motion is a basic right
- A quorum must be present for business to be conducted
- A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
- A 2/3 vote is required for any motion that deprives a member of right in any way (e.g., cutting off debate)
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The Chair should always remain impartial





Las Positas College Student Government Robert's Rules of Order-Cheat Sheet

The best item to have with you during a meeting!

Say	For the purpose of:	When
"I move to..."	To approve an Item that the Chair presents for a vote	The Chair asks for a motion
"I second the motion" "I second the motion to..."	To pass an item, you need to second the motion	After someone says "I move to..."
"Point of clarification"	Clarification of any item or question you might have	Anytime, you can Interrupt the Chair with this.
"Point of order"	Bring everyone's attention to a violation of the bylaws during the meeting	Anytime, you can interrupt the Chair if necessary.
"Orders of the day"	Refocus a discussion, keep on track with the agenda items	Anytime, you can interrupt the Chair if necessary.
"Chair" "Madam Chairwoman" "Mister Chairman"	To ask to speak during the meeting. Unnecessary during open discussion	Anytime, but the Chair must allow you to speak. They must recognize you before you begin to speak.
"I appeal the Chair's decision"	If you disagree with the chair's decision on an agenda Item	Anytime, but to override their decision you need a majority vote.
"I move to the table (agenda item)"	If you want to move an agenda item to the next meeting or to a later time during the meeting	Anytime during the meeting, request requires a majority vote.
"I move to adjourn the meeting"	If you want the meeting to end at this exact point in time.	Anytime, request requires a majority vote.
"I move to recess for (time)"	If you wish to have the meeting go on a break	You may not interrupt the Chair. The request requires a majority vote.



Las Positas College Student Government Agenda Terminology

For creating agenda items, you need to use correct terminology. Otherwise, you might not be able to vote on your item for that meeting.

If you want to create a non-votable item where you share information or discuss a new idea, then use these phrases:	If you want to create a votable item that requires a motion to approve, then use these phrases:
“Will share”	“Will recommend for approval”
“Will give an update”	“Will seek approval”
“Will speak/discuss/explain”	“Will ask for”

Also, make sure to submit your agenda item requests to the President or Chair at least 72-hours (business days) ahead of time to abide by the Brown Act notification requirement.

The correct format to request an item:

Hello (Name),

I would like to request an agenda item that I will be presenting for the (type of meeting) on (insert date).

The title should be: (Insert the topic that you want to present about)

The description should read: (Insert basic description with the CORRECT terminology.)

And presentation should take about (insert time).

Thank you,

(Your name)

An example:

Hello President,

I would like to request an agenda item that I will be presenting for the Executive board meeting on 9/20.

The title should be: Commencement Celebration

The description should read: Kyle is going to discuss the idea of purchasing items for a commencement celebration for the 2021 graduation.

This presentation it should take about 10 minutes.

Thank you,

Kyle Johnson



Las Positas College Student Government Robert's Rules of Order-Additional Resources

AAHH, I AM SO CONFUSED!

Don't worry. If you need additional help, reach out to your Director of Legislation or The Advisor. They are there to help you.

You can also visit these links for help.

PDF of a different [Cheat Sheet](#):

https://diphi.web.unc.edu/wp-content/uploads/sites/2645/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf

Super helpful [website](#):

<https://www.dummies.com/careers/business-skills/roberts-rules-for-dummies-cheat-sheet/>