

ROBERT'S RULES OF ORDERS

ROBERT'S RULES OF ORDER WERE DEVELOPED BY A GENERAL IN THE 19TH CENTURY TO PROVIDE ORDER TO PARLIAMENTARY GATHERINGS. WE HAVE ADOPTED AND ADAPTED THEM FOR OUR OWN PURPOSES. FOR APSA, ROBERT'S RULES ARE DESIGNED TO ALLOW FOR STRUCTURED AND EFFICIENT MEETINGS TO BE HELD, AND TO ALLOW EACH MEMBER OF COUNCIL FEEL COMFORTABLE AND SAFE ENOUGH TO SPEAK THEIR MIND DURING MEETINGS.

THE MOST COMMON USE OF ROBERT'S RULES IS TO MAKE MOTIONS. MOTIONS CAN BE THOUGHT OF AS THE DECISIONS OF COUNCIL. THEY ARE PRESENTED, DISCUSSED, AND THEN VOTED ON BY COUNCIL.

HOW ARE MOTIONS PRESENTED?

1. Obtain the floor by waiting for the Chairperson to recognize you
2. Make your Motion (Move)
 - a. Speak clearly, concisely & state in the affirmative
 - b. "I move that" or "Be it resolved that APSA Council"
3. Chairperson asks for a second
 - a. Without a second, the motion is lost
4. Chairperson or VP Administration states the motion
 - a. Membership then deliberates & discusses
 - b. May move directly to a vote
 - c. Once a motion is presented to the membership, it becomes assembly property and cannot be changed by the speaker without the consent of all members
5. Chairperson calls for a vote where each person in the membership has one vote

ADDITIONAL MOTIONS

1. **Motion to Table** – postpones agenda item to a late time
2. **Motion to Move into Camera** – discussion to ensue in a confidential atmosphere. In Camera dialogue is not documented and all participants are bound by confidentiality (Please note that this was used more often before, but now will be used only in special circumstances as we want to be as transparent as possible).
3. **Motion to Adjourn** – if passed, concludes the meeting