Presented by
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Associated Students of
Colorado State University

SPECIAL
EDITION

HOW SENATE FUNCTIONS

Parliametary Procedure







ROBERTS RULES OF ORDER

Robert's Rules of Order is the standard parliamentary guide that ensures meetings are fair, organized, and progressive. At its core, it ensures that all members have an equal voice, that only one proposal is debated at a time, and that discussions are limited to the issue rather than personal disagreements. It creates a clear framework in which the majority has the authority to make decisions while the minority always has the right to be heard before a vote is taken, ensuring that the entire process is transparent and effective.

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DEFINITION OF VALUABLE VOCABULARY

Germane: relevance to the subject being discussed

Quorum: The minimum # of Senators who must be present to conduct senate session (2 / 3)

Decorum: proper, respectful and polite behavior

Second: The second person to agree on a motion (required to move a the motion forward)

Dissent: Disagree with the motion or topic (will have to explain reason of)

Secondary Motion: Any motion that is being made while the main motion is being discussed

Meeting minutes: Notes from the previous session (including: the votes, motions, times.)

SECTION I. POINTS OF.....

THE PURPOSE OF POINTS ARE TO REQUEST INFORMATION, OBJECT TO A CALLING, OR TO ASK FOR ACCOMMODATIONS. THESE ARE THE MOST COMMON MOTIONS YOU WILL USE...

Examples:	Phrases to be said	Second Required	Debatable	Amendable	Vote Required?
Need some Accomodation	“Point of personal privilege”	NO	NO	NO	NO
Protest against the breach of the rules or conduct	“Point of order”	NO	NO	NO	NO
Provide information	“Point of information”	NO	NO	NO	NO

SECTION II. QUESTION AND DEBATE

THE PURPOSE OF THESE MOTIONS IS TO CHANGE HOW DISCUSSIONS AND DEBATES ARE CONDUCTED, INCLUDING EXTENDING TIME, EXHAUSTING THE SPEAKERS LIST, OR TABLING THE DISCUSSION.

Examples:	Phrases to be said	Second Required	Debatable	Amendable	Vote Required?
To close the speaking list and disregard the time limit.	“I motion to exhaust the speakers list	YES	NO	NO	MAJORITY
End debate/ questioning	“Motion to previous question”	YES	NO	NO	TWO-THIRDS
Postpone discussion for a certain time	“Motion to postpone the discussion until”	YES	YES	YES	MAJORITY

SECTION III. LEGISLATION

THIS SECTION PROVIDES COMMON MOTIONS REGARDING LEGISLATION DURING CONFIDENCE BUSINESS.

Examples:	Phrases to be said	Second Required	Debatable	Amendable	Vote Required?
Want a Legislation to be sent to a specific committee	“Motion to move this to… committee”	YES	NO	NO	MAJORITY
Expedite a piece of legislation to be voted on the same night	“I move to expedite”	YES	NO	NO	TWO-THIRDS
Extend times for Discussion and Debate	“I move that debate be limited (or extended) to…”	YES	NO	YES	TWO-THIRDS

SECTION IV. ADDITIONAL PARLIAMENTARY PROCEDURE

THIS SECTION COVERS ADDITIONAL PARLIAMENTARY PROCEDURES NOT PREVIOUSLY MENTIONED, INCLUDING EDITING/AMENDING MOTIONS, VOTING METHODS, AND MOTIONS FOR ADJOURNMENT AND INTERMISSION.

Examples:	Phrases to be said	Second Required	Debatable	Amendable	Vote Required?
Need a break? Call for intermission	“I move to recess for”	YES	NO	NO	MAJORITY
Need to adjust the motion	“I move to amend the motion by…”	YES	YES	YES	TWO-THIRDS
Rescind a motion	“I rescind my original motion…”	NO	NO	NO	NO VOTE

QUESTIONS ?



IF YOU HAVE MORE QUESTIONS OR CONCERNS, PLEASE FEEL FREE TO CONTACT ME AT ASCSU_PARLIAMENTARIAN@MAIL.COLOSTATE.EDU

THANK YOU SO MUCH AND HAVE A RAMILY TYPE OF DAY!