

The Chair Puts the Motion to a Vote

- The chair asks: "Are you ready for the question?" If no one rises to claim the floor, the chair proceeds to take the vote
- The chair says: "The question is on the adoption of the motion that [state the motion]. As many as are in favor, say 'Aye.'" (Pause for response.) "Those opposed, say 'Nay.'" (Pause for response.) "Those abstaining, please say 'Aye.'"

The Chair Announces the Result of the Vote:

- "The ayes have it, the motion carries," (indicating the effect of the vote), or
- "The nays have it, and the motion fails."

When Debating Your Motions:

- Listen to the other side.
- Focus on issues, not personalities.
- Avoid questioning motives.
- Be polite.



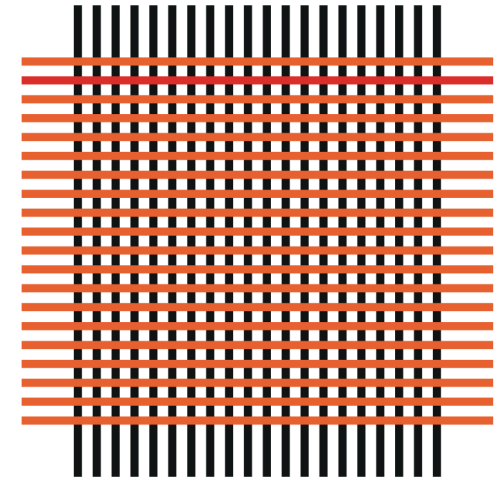
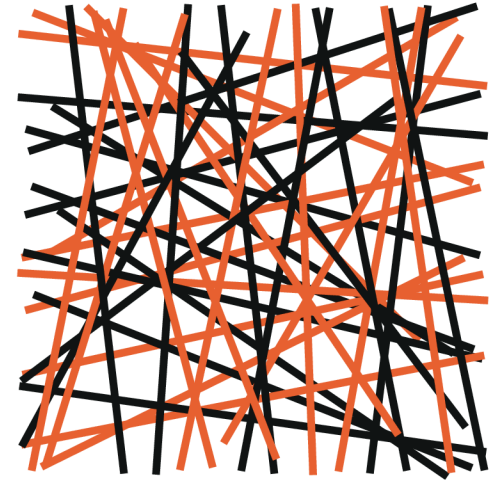
Welcome to the *Comprehensive Guide to Robert's Rules* — your essential resource for participating in an effective and fair Special General Meeting (SGM). This guide demystifies the core principles of Robert's Rules of Order, the trusted framework for organized and democratic decision-making. Whether you're a seasoned unionist or attending your first SGM, understanding these rules ensures everyone's voice is heard, debates remain orderly, and decisions are made with clarity and integrity.

Come to your student union's next Special General Meeting and be part of important decisions!

Next SGM:



Comprehensive Guide to Robert's Rules



HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

Main Motion

If you want to propose a new idea or action for the group,

- After being recognized, make the main motion: *"Madam Chairman, I move that _____."*

Amending a Motion

If you want to change the wording of a motion that is being discussed, proceed as follows:

- After being recognized, say: *"Madam Chairman, I move that the motion be amended by adding the following words _____."*
- Or: *"Madam Chairman, I move that the motion be amended by striking out the following words _____."*
- Or: *"Madam Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."*

Previous Question

You think the discussion has gone on for too long and you want to stop the discussion and vote.

- After recognition, say, *"Madam President, I move the previous question."*

Point of Order

It is obvious that the meeting is not following proper rules.

- Without recognition, say: *"I rise to a point of order"* or simply *"Point of order."*

Point of Information

You need clarification on facts under discussion, such as the treasury balance during expenditure review.

- Without recognition, say: *"Point of information."*

Limit Debate

You think the discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, say, *"Madam President, I move to limit discussion to two minutes per speaker."*

Adjournment

You want the meeting to end.

- After recognition, say, *"Madame Chairman, I move to adjourn."*

Permission to Withdraw a Motion

You have made a motion and, after discussion, regret having done so.

- After recognition, say: *"Madam President, I ask permission to withdraw my motion."*

PROCEDURE FOR HANDLING A MAIN MOTION

Note: No discussion occurs without a motion on the floor.

Obtaining and Assigning the Floor

- A member raises their hand when no one else has the floor.
- The Chair recognizes the member by name.

How the Motion is Brought Before the Assembly

1. The member states: *"I move that (or 'to')..."* and then resumes their seat.
2. Another member seconds the motion: *"I second the motion,"* or *"I second it,"* or simply, *"Second."*
3. The Chair states the motion: *"It is moved and seconded that... Are you ready for the question?"*

Consideration of the Motion

- Members may debate the motion after obtaining the floor.
- The motion's maker has the right to speak first if they claim the floor.
- Debate must be confined to the merits of the motion.
- Debate can be closed only by:
 - A two-thirds vote of the assembly, or
 - The chair if no one seeks the floor for further debate.