

# Adopted Parliamentary Procedure

## of The Council of Commonwealth Student Governments

### Article I – Name, Authority, Definitions, Purpose, and Scope

#### Section 1

- i. This Procedure recommends the procedures in which CCSG will conduct business and shall control all cases of procedure, so long as it does not conflict with the CCSG Constitution and By-Laws.
- ii. In the situation where a case arises during business and the case is not addressed in this Procedure, the case shall be controlled by the source, *Robert's Rules of Order, Newly Revised (11<sup>th</sup> Edition)*.

#### Section 2

- i. The purpose of this Procedure is to ensure that all formal business conducted in CCSG are in an organized and efficient manner.
- ii. It is recognized and acknowledged that the procedures dictated in this Procedure deviate in several cases from the source in which it derives from.
- iii. The deviations mentioned in Article I, Section 2, Subsection ii of this Procedure are accepted by CCSG as it is recognized that following the Source in those cases will cause disorganization and cause unnecessary inefficiencies in accomplishing the CCSG mission and for its members.
- iv. Henceforth, the assembly will refer to the voting members of the session.

#### Section 3

- i. In all cases where it can be done, the provisions of this Procedure are entirely severable in intent and meaning and any interpretation, modification, nullification, or removal of a part of this Procedure shall have no bearing on the Procedure as a whole or any other part.

### Article II – Organization of Formal Business Assemblies

#### Section 1

- i. All meetings must follow the organization that is dictated in this Article unless the assembly convening decides otherwise during the Approval of the Agenda or the Presiding Officer, henceforth the Chair, has a reasonable cause which can be but not limited to: scheduling conflict with guest speakers, unknown duration for Topics of Discussions, unknown duration of agenda items that are policies proposing amendments to the Constitution or By-Laws, etc.

## Section 2

- i. An agenda must be written by the Chair of the meeting with the assistance of the minute taker prior to calling the meeting to order.
- ii. The agenda can be modified, if deemed necessary, by the convening voting assembly during the Approval of the Agenda section.
- iii. Modification to the agenda includes only a rearranging of agenda items or tabling an agenda item for a certain future assembly meeting and must be brought about with a motion including the specific date of the meeting.
- iv. The agenda must include date, time, location of the meeting and the meeting number, session and any other time and location details.
- v. The order of agenda items must follow what is dictated in the following Section 3.

## Section 3 – Order of Agenda Items

- i. Call to Order the [#] [*President/General/Committee*] Session of the [*Month*] Council
- ii. Master Roll Call
- iii. Approval of the Minutes for the last Meeting
- iv. Approval of the Agenda for the Meeting
- v. Topics of Discussion (*if applicable*)
- vi. Old Business
- vii. New Business
- viii. Public Comments
- ix. Adjournment

## Section 3

Quorum is dictated as 2/3 of all voting members for council and 50%+1 for committees and must be met to call the meeting to order.

## Section 4

- i. A Chair and minute-taker must be designated before the meeting can be called to order.
- ii. The designation of the Chair and minute-taker will follow what is dictated in the CCSG Constitution.
- iii. A proxy may be designated for the Chair or minute-taker.
- iv. The Chair must be addressed by their title (e.g Mr./Madam Chairman/Chairwoman, Chairperson, Mr./Madam President, Mr./Madam Vice President, Mr./Madam Director).

#### Section 5 – Duties of the Presiding Officer

- i. Shall call the meeting to order; and
- ii. Address every item on the agenda in the order that the assembly approved; and
- iii. Recognize assembly members when they request time; and
- iv. Accept motions and seconds made by voting members of the assembly; and
- v. Allocate floor time to recognized members, if necessary; and
- vi. Answer questions about the Procedure with the help of the Campus Chair, if needed; and
- vii. Declare the meeting adjourned; and
- viii. May prompt voting members to motion with particular syntax if voting member is unsure of the technicalities of syntax.

### **Article III – Proceedings of Meeting**

#### Section 1

The meeting must progress in an organized manner facilitated by the Chair.

#### Section 2

Motions must be made by voting members of the assembly and must be recognized by the Chair before a second can be recognized.

#### Section 3 – Progression of a Motion

- i. A motion must be made by a voting assembly member after being recognized by the Chair.
- ii. The Chair decides to recognize the motion.
- iii. A second must be made by a voting assembly member and must be recognized by the Chair if the initial motion was recognized.
- iv. If a motion is made but no second is made, the motion fails after a reasonable duration of time deemed by the Chair and consensus of the assembly.

- v. If the motion is one that the Procedure dictates needs discussion, the Chair will direct the assembly into a period of discussion.
- vi. The Chair has the right to limit discussion by setting a time restriction for the discussion period prior to entering discussion.
- vii. The Chair has the right to limit the number of times a member of the assembly is yielded the floor dependent upon quality and/or quantity of discussion remarks.
- viii. A member of the assembly who has been yielded the floor by the Chair may yield the floor to another member of the assembly.
- ix. If a member of the assembly has been yielded the floor by another member of the assembly, other than the Chair, they may only yield time back to the original speaker.
- x. At any time the Chair has the right to take control of the floor only if it is to maintain the Rules of Order.
- xi. If during discussion, the initial voting member who made the motion and the member who seconded decide to rescind the motion, both members must formally notify the chair of their rescindment of the motion and the motion fails automatically.
- xii. Once discussion has ended, the assembly shall enter a vote which will be counted by the Chair or minute-taker and be verified by the other.
  - a. A discussion may be prematurely closed with a motion of “Call to question.”
- xiii. Quorum for vote count is set as 50% + 1 active votes for a motion to pass or fail or else the motion automatically fails.
- xiv. For a motion to pass, the votes must meet the requirement dictated by the Constitution and/or Procedure.
- xv. A motion that failed once may be motioned again but is then left to the discretion of the Chair whether or not it will be recognized.
- xvi. A joint motion may be made if deemed efficient.
  - a. If a joint motion is not the best course of action for the agenda, a voting member may move to split that motion into separate motions.
- xvii. Compound-motions may be made but it is up to the discretion of the Chair and minute-taker whether it be recognized dependent upon organization, efficiency, and the agenda item at hand.

#### Section 4 – Syntax of a Motion

- i. A motion from a voting assembly member must be phrased as “I move to...”
- ii. A second from a voting assembly member on a live motion must be phrased as “I so move.”

## Section 5 – Possible Motions

The motions dictated here are the motions that are often used during typical business meetings, but other motions may be used as well, and procedure must be followed as dictated in the Source.

- i. General motions that require a simple majority include approval of agenda, approval of minutes, amendment to resolution, adoption of resolution, dismissal of resolution, tabling of resolution, reassigning of resolution to Committee, and adjournment.
- ii. Grammatical amendments do not need to be motion if they do not change the meaning of the phrase/sentence/paragraph.
- iii. Motions that require a two-thirds (2/3rds) majority include overriding a veto.
- iv. Motions that require a three-fourths (3/4ths) majority include adoption of policy to amend the Constitution, dismissal of policy to amend the Constitution, or tabling of policy to amend the Constitution.
- v. Motions of urgency can be made by anyone in the assembly and these motions are not required recognition of the Chair and include point of privilege, point of order, point of inquiry.
  - a. Point of privilege motion is a request related to the rights and privileges of the assembly or any of its members and encompasses personal privileges.
  - b. Point of order motion is a query in a formal debate or session as to whether correct procedure is being followed.
  - c. Point of inquiry is a motion from the floor or from a committee member to ask a question related to the immediate topic on hand or Procedure.

## **Article IV – Suspension of the Procedure**

### Section 1

With the presentation of certain cases, a suspension of Parliamentary Procedure may be called by a voting member of the assembly through a formal motion and second.

### Section 2

The motion must be limited to the agenda item for which it is being called necessary for.

### Section 3

The motion must be acknowledged and deemed utterly necessary by the Parliamentarian before it can be recognized by the Chairperson and moved into discussion and vote.

#### Section 4

The motion must pass unanimously by every voting member present in the assembly to suspend this Procedure for the proceedings of the present agenda item.