**NJCU Senate**

**Roberts Rules of Order Highlights**

**1) Business comes up in the form of motions**. A motion can come from any Senator or a committee. It is the responsibility of the President to ensure that motions are in order. The motion is seconded, debated, and voted on. The debate ends when the president notices that no one else wants to speak or when “the question is called” (and seconded and voted on by 2/3). *All discussion needs to be based on a motion, unless there is a 2/3 vote to suspend the rules.* **Only one motion can be discussed at a time.**

**2) Any member can bring new business before the body**. New business must be in the form of a resolution. If the resolution is sent in advance, it should be on the agenda and distributed to the members beforehand. Also, resolutions may be made from the floor of the Senate. It is preferable, however, that motions are submitted for the agenda so members have time to read and discuss the item with their constituents.

**3) Each member has the right to speak in debate for up to two times, for up to 10 minutes**. This does not include motions. No one should speak a second time before everyone who wants to speak can speak a first time. The person who made the motion can speak first during debate. The rules for debate can be changed by a motion to limit or extend debate, which would require a 2/3 vote.

**4) Any Senator can appeal a ruling of the Senate President.** If you believe an action or a ruling by the President or any member violates the Senate Constitution or Roberts Rules of Order, you can call for a “Point of Order”. The Senate President will rule on the point of order. If you disagree with that ruling, you can appeal. During an appeal anyone who disagrees with the Senate President can speak once in debate and the Senate President can speak twice. There is then a vote and majority rules.

**5) Here are nine popular motions in order of precedence**.

GREATEST PRECEDENCE

* Motion to Adjourn (Debatable, Amendable, Majority)
* Lay on the Table (Not Debatable, Not Amendable, Majority)
* Call the Question (Not Debatable, Not Amendable, 2/3rds)
* Limit or Extend Debate (Debatable for Entire Meeting; Not Debatable for Pending Question, Amendable, 2/3rds)
* Postpone To a Certain Time (Debatable, Amendable, 2/3rds)
* Refer a Motion to a Committee (a.k.a Commit) (Debatable, Amendable, Majority)
* Amend (Debatable if motion to be amended is Debatable, Amendable, Majority)
* Postpone indefinitely (Debatable, Not Amendable, Majority)
* **MAIN MOTION (debatable, Amendable, Majority) Business Starts with a Main Motion**

LOWEST PRECEDENCE