
Club Council Leadership Training

Kirk Stephens
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Defining a Student Club

Student Club Authorization
- Federal & State Law
- Southwestern Community College
- Club Constitution & Bylaws
- Parliamentary Authority
  - Robert’s Rules of Order
  - Other Parliamentary Source?
A Typical Student Club

- Student Officers
  - President
  - Vice President
  - Secretary
  - Treasurer
- Student Members
- Faculty Advisor

Robert’s Rules of Order

- General Henry M. Robert
- Robert’s Rules of Order
- Robert’s Rules of Order, Newly Revised

RONR Underlying Principles

- Majority’s Right to Rule
- Minority’s Right to be Heard
- Respect for All Parties
- Orderly & Efficient Conduct of Business
Role of the Presiding Officer
- Call the Meeting to Order
- Conduct the Business
- Moderate the Discussion
- Adhere to the Rules & the Spirit

Ensure that everyone understands what is happening as it happens.

Role of the Secretary
- Send Notice of Meetings to Members
- Prepare a Draft Agenda for President
- Read Minutes and Correspondence
- Listen
- Record Activities of the Club

Role of the Treasurer
- Entrusted with Club Funds
- Spend Money Only as Directed by the Club or its Bylaws
- Prepare Treasurer's Reports for Meetings
- Collect Dues and Maintain a List of Members
Role of the Member

- Adhere to the Rules & Spirit
- Prepare for Meetings
- Listen
- Vote Your Conscience

Quorum

- The minimum number of members who must be present if the club is to conduct substantive business
- RONR default for a MAJORITY is "more than half" of the membership
- If the quorum is lost, the group may not conduct substantive business

⚠️ Always begin on time!

What Happens at a Meeting?
Standard Order of Business

- Reading & Approval of Minutes
- Reports (Individual and Committee)
- Unfinished Business (in any exists)
- New Business

① A better approach is to have an Agenda...

The Agenda: SOB Alternative

① Prior to a meeting, provide members with draft minutes of the previous meeting and a tentative Agenda

- Approval of the Agenda
- Approval of Minutes & Reports
- Agenda Items

② Agenda: Stating Adjournment Time

Decisions & Actions
Motions

- A formal proposal by a member that the group take a certain action
- An issue cannot be debated until it is in the form of a motion

Main, Subsidiary, Privileged, Incidental

Main Motion

- Workhorse of Meetings
  - ~90% of Motions are Main Motions
  - Lowest in hierarchy
  - Consider only one main motion at a time

I move that...

MAIN MOTION: Example

A: Madam President
Ch: Mr. A
A: I move that we form a Bowling League.
B: Second
Ch: It is moved and seconded that we form a Bowling League
Debate by Committee Members

- Begin with "I favor the motion because..." or "I am opposed to..."
- Stick to the Subject
- Debate Issues, Not Personalities
- Address Your Comments to the Chair
- Member may not "yield" or "bank" time

Debate Limits & Format

- Members may speak twice, for ten minutes per comment
  [RONR (11th ed.) p. 387, ll. 31-34; p. 389, ll. 1-2.]
- Motion to Extend or Limit Debate
- President should attempt to alternate debate between Yea and Nay positions

Special Rules of Order

Voting: an Example

*During debate, the chair recognizes members to speak for or against the motion*

Ch: Are you ready for the question?
Ch: The question is on the motion that we form a Bowling League.
Ch: All in favor say Aye.
Ch: Those opposed say Nay.
Ch: The motion is adopted—we will form a Bowling League
Voting

- Majority is defined as “more than half of the votes cast by persons entitled to vote, excluding blanks or abstentions” [RONR (11th ed.) p. 400, ll. 7-12.]
- A two-thirds vote is defined as “at least two-thirds of the votes cast by persons entitled to vote, excluding blanks or abstentions” [RONR (11th ed.) p. 401, ll. 8-17.]

Discussion Before a Motion

- “Informal discussion of a subject is permitted while no motion is pending” [RONR (11th ed.) p. 406, ll. 7-8.]
- “When necessary, a motion can be prefaced by a few words of explanation, which must not become a speech; or a member can first request information, or he can indicate briefly what he wishes to propose and can ask the chair to assist in wording an appropriate motion” [RONR (11th ed.) p. 34, ll. 9-13.]

Subsidiary Motions (1)

- Postpone Indefinitely
  - Kill a Motion; Must immediately follow the motion (prior to any debate) [debatable]
- Amend
  - Clarify or Modify the Motion on the Floor
- Commit or Refer
  - Send the issue to a standing or ad hoc committee
Subsidiary Motions (2)
- Postpone Definitely
  - Delay discussion until later in the current meeting or until a subsequent meeting
- Limit or Extend Debate
  - Change amount of time allotted to each speaker during the debate of a motion
    [nondebatable, 2/3]

Subsidiary Motions (3)
- Previous Question
  - Force the group to end debate and vote on the most recent motion [nondebatable, 2/3]
- Lay on the Table
  - Similar to Postpone, but without a set time for resumption. Requires a majority vote to resume the topic

Privileged Motions
- Not related to pending business; special matters of immediate importance; allowed to interrupt, without debate, all other matters
- Call for Orders of the Day
- Recess
- Adjourn
Incidental Motions
- Point of Order
  - A simple informational statement
- Request for Information
  - Member asks a question
- Parliamentary Inquiry
  - Question about the rules, procedure, etc.
- Suspend the Rules [nondebatable, 2/3]

Unanimous Consent
- Save time when debate is unlikely:
  Ch: If there are no objections, we'll consider the Agenda adopted.
  <listen for any objection>
  Ch: Very well, the Agenda is adopted

Ch: There being no other business before the committee, we are adjourned until October 9

Questions?