

QUICK GUIDE TO PARLIAMENTARY PROCEDURE

Motion	Requires a Second	Debatable	Amendable	Needed to Pass
Main Motion	YES	YES	YES	Majority, >50%
To Amend	YES	YES	YES	Majority, >50%
Close Debate	YES	NO	NO	2/3 RDS
To Reconsider- Consider a question again during the same meeting; Must be made by member of prevailing side	YES	YES, Restricted to brief comments "ON topic"	NO	Majority, >50%
To Rescind – Nullify a motion passed at a previous meeting	YES	YES	NO	Majority, >50%, with notice; otherwise 2/3RDS
Postpone Temporarily- Set aside to an unspecified time, also known as "Table the Motion"	YES	NO	NO	Majority, >50%
Postpone Definitely- Set aside to a specific hour, meeting, day, etc.	YES	YES, (limited to brief comments on the topic)	YES	Majority, >50%
Resume Consideration- Of a motion previously postponed	YES	NO	NO	Majority, >50%
Refer to a Committee	YES	YES	YES, Limited to specific of/for that committee	Majority, >50%
Withdraw Motion	NO	NO	NO	None
To Adjourn	YES	NO	NO	Majority, >50%

All motions must have a second – exceptions: reports from standing committees and requests of the chair (point of order, parliamentary inquiry, withdraw a motion, division of the question, division of the assembly, and question of privilege).

Notes:

1. Bylaws adopted by University of South Carolina's Faculty Senate take precedence over Robert's Rules of Order (ROR)
2. Quorum numbers are set by University of South Carolina's Faculty Senate as 50% + 1
3. When a fixed time to adjourn arrives, the presiding officer may ask for a
 - a. **"Motion to Suspend the rule regarding adjournment"** or a
 - b. **"Motion set another time to adjourn"**.

Order of Business

1. The Order of Business for Faculty Senate is established in the Faculty Manual under Appendix V – Standing Rules of the Faculty Senate, Rule III – Order of Business
2. Any particular item of business can be taken up out of order in the following manner:
 - a. by unanimous consent (RONR 11th ed., p. 363, ll. 19-23)
 - b. by suspension of the rules, requires a two-thirds vote of those present (RONR 11th ed., p. 363, ll. 23-28)

Agenda

Use or adoption of the agenda does not preclude other items of business from being proposed, considered, and decided during the meeting. The agenda should be considered flexible – items may be changed or omitted by the presiding officer, by general consent or by majority vote.

Recognition of Members During Debate

1. Person presenting the motion – speaks first and usually allowed the last opportunity to speak on the motion.
2. Person not already spoken has prior claim over a person that has spoken
3. Presiding officer should alternate between opposing viewpoints
4. Presiding officer has the responsibility of controlling and expediting debate