

Student Council Rules of Order

- A. President Calls Meeting to Order
- B. Vice President Takes Roll Call (Quorum¹ of 2/3 of the Council required for business)
- C. Secretary Reads Minutes
 - a. President motions for approval of minutes
 - b. Vote for approval of minutes
- D. Reports of Body Officers (Any officer if necessary; always Treasurer)
 - a. Motion and second for adoption of officer's proposals (if necessary)
 - b. Vote for adoption of officer's proposals
 - aa. If report requires no action, President thanks reporter and the report is put on file.
- E. Reports of Standing Committees
 - a. Motion for adoption of committee's proposals (if necessary; no second required)
 - b. Vote for adoption of committee's proposals
 - aa. If report requires no action, President thanks reporter and the report is put on file.
- F. Reports of Special Committees
 - a. Same procedure as reports of standing committees
- G. Special Orders of Business (Items that must be decided immediately or ASAP)
 - a. Refer to Procedures for Conducting Business*
- H. Unfinished Orders of Business
 - a. Refer to Procedures for Conducting Business*
- I. New Orders of Business
 - a. Refer to Procedures for Conducting Business*
- J. For the Good of the Order
 - a. Members given the floor may make comments and observations on the Council and its work.
 - b. Code Of Conduct Council makes any necessary report
- K. Announcements
 - a. Upcoming events
 - b. Announcements of the advisor
- L. Program/Guest Speaker
 - a. May be placed earlier in agenda for the sake of the speaker's schedule, etc.
- M. Adjournment
 - a. Motion and second to adjourn
 - b. President announces adjournment

Procedures for Conducting Business

- A. Business is presented
- B. Motion made and seconded
- C. Discussion/Debate
 - 1. Members request the floor (by raising of hands)
 - 2. President recognizes member to speak
 - 3. A member is entitled to speak a second time only after everybody else who wishes to speak has done so
 - 4. No member may speak while another has the floor, and will be called out of order by the President, excepting:
 - i. Interruptions may only be made for Point of Information motions, in which a member asks for a specific piece of information (such as the amount of money the organization has, or cost of a proposed idea) that will assist them in making decisions, and Raising a Question of Privilege, which allows members to express a complaint of some condition that prevents the member from concentrating on the issue at hand (other members talking out of order, in ability to hear the speaker, etc.).
 - ii. If either of these interruptions can be avoided it will greatly help the flow of the meeting. Waiting to be recognized separately to ask for information is more practical, and if a procedural mistake shows no injustice, it may be better to let it stand. Please keep these things in mind for the sake of the meeting and the organization.
 - 6. If a member feels the debate has become repetitive, they may move to close the debate by correctly obtaining the floor. This motion may be passed by a two-thirds vote of the present Council, and the Council will proceed to vote on the motion at hand.
 - 7. If a member believes the issue is taking more time than is practical for the completion of the meeting's agenda, they may move to Postpone to a Certain Time (or Postpone Definitely), usually to the next regular meeting.
 - i. This motion must be seconded, is debatable, and requires a majority vote to be approved.
- D. Vote on the motion (By Show of Hands)
 - 1. The motion will be passed or denied by majority vote (or plurality² in the case of three or more voting options).
 - 2. On the occasion of a tie, the President decides the outcome; if his/her vote does not affect the outcome of the vote, the President has no vote in any matter.
 - 3. The vote on a issue is denied to those absent at the meeting; under no circumstances will absentee³ or proxy voting⁴ be allowed; absent members' voting right are protected only by quorum¹.

The Parliamentary Authority of the NorthWood High School Student Council shall be *Robert's Rules of Order Newly Revised*.

Definitions:

¹Quorum – The number of members of the Council required to be present to transact business legally

²Plurality – Voting on an issue with more than two possible choices where the choice with the most votes wins

³Absentee Voting – An absent member voting before a meeting on an issue to be discussed at that meeting

⁴Proxy Voting – One member voting in the stead of another absent member of the council as well as him/her self

Ratified by the Council on August 8, 2008