To: Members of College Meeting
From: Gail Guarino
Date: August 31, 2006

We use Robert’s Rules of Order for our College Meeting. The most recent edition is:


Proposed Meeting Agenda: http://www.parliamentarians.org/parlipro.htm#Motions

I. Call to Order
II. Opening Ceremonies (optional)
III. Reading and Approval of Minutes
IV. Reports of President, Vice Presidents, and Standing Committees
V. Reports of Special Committees (announced only if such committees are prepared or instructed to report)
VI. Special Orders (announced only if there are special orders)
VII. Unfinished Business and General Orders
VIII. New Business
IX. Announcements
X. Program (if a program or a speaker is planned for the meeting*)
XI. Adjourn

Motion to “Amend”
• usually by “striking…”, “inserting…”, “striking … and inserting …”
• by substitution: If there is unanimous agreement, the meeting can agree to the withdrawal of the original motion (together with any amendments passed or pending) and the substitution of the new motion for debate.

Motion to Lay on the Table

• Lay on the Table cannot be used to Kill the main motion, majority vote is required, and consideration can be resumed at the same meeting or before the adjournment of the next meeting.
• "...Lay on the table is out of order if the evident intent is to kill or avoid dealing with a measure."
• A motion to "lay on the table" is subsidiary to a particular main motion. One must gain the floor in order to make a motion to lay on the table. The motion to lay on the table must be seconded, but is not debatable, amendable, nor open for reconsideration. As soon as it is made, it is voted on immediately and requires a majority vote to pass.
• It is undebatable, and requires only a majority vote, notwithstanding the fact that if not taken from the table the question is suppressed. These are dangerous privileges which are given to no other motion whose adoption would result in final action on a main motion. There is a great temptation to make an improper use of them, and lay questions on the table for the purpose of instantly suppressing them by a majority vote…. The fundamental principles of parliamentary law require a two-thirds vote for every motion that suppresses a main question for the session without free debate. The motion to lay on the table being undebatable, and requiring only a majority vote, and having the highest rank of all subsidiary motions, is in direct conflict with these principles, if used to suppress a question. If habitually used in this way, it should, like the other motions to suppress without debate, require a two-thirds vote.

• **While a question is on the table no motion on the same subject is in order that would in any way affect the question that is on the table; it is necessary first to take the question from the table and move the new one as a substitute, or to make such other motion as is adapted to the case.**

So, most of the time CCCC College Meeting should not use “Lay on the Table”. It is more appropriate to:

- Postpone to a definite time (Subsidiary)
- Refer to committee (Subsidiary)
- Postpone indefinitely (Subsidiary)

**Informal Consideration” of a Topic.** (Robert's Rules 57. Informal Consideration)

The process:

- A member of College Meeting states words to the effect: “I move that the question be considered informally.”
- Free debate begins. If the membership wishes to limit debate times or number of speakers it may by a 2/3 vote.
- Any member who has not already spoken to the question has priority over someone who has already spoken.
- Votes are formal even though discussion is informal.
- The session can end at a predetermined time or when the discussion is over.

Note to fans of Robert’s Rules: This technique is ordinarily used by small bodies but I think it is more flexible than 55. Committee of the Whole or 56. As if in (or Quasi) Committee of the Whole

More detail below. See attached document if interested in more detail about
55. Committee of the Whole,
56. As if in (or Quasi) Committee of the Whole, and
57. Informal Consideration.