

# WWU Legislative Affairs Council Rules of Operation

## *Preamble:*

The Legislative Affairs Council (LAC), in order to more easily facilitate meetings, does hereby adopt the following Rules of Operation, which though based upon *Robert's* are meant to supersede and stand alone of them for the purposes of LAC meetings.

1. MEETINGS: Presiding Officer, how opened and adjourned
  - a. The Presiding Officer (PO) shall be the AS Vice President for Governmental Affairs, or in their absence, the Vice-Chairperson in accordance with the by-laws.
  - b. The PO shall call each meeting of the LAC to order at the appointed time, or, in absence of a quorum as set by the by-laws, reschedule said meeting.
  - c. Adjournments
    - i. Upon the completion of all agenda items, the PO may adjourn the meeting by asking the LAC if there are any objections to adjournment; if not, the meeting shall be declared adjourned, OR;
    - ii. The LAC may adjourn itself by motion (*see*: Motion to Adjourn).
2. INFORMALITY OF DISCUSSION AND MOTIONS
  - a. The LAC may open discussion on an agenda-item without a main motion being made, and members may speak as many times as they wish until the end of debate or discussion.
  - b. Members do not need to address their comments to the PO, but must be recognized by the PO.
  - c. *In general*, members may ask questions of other members.
  - d. Decorum and respect shall be maintained at all times.
  - e. Regardless of whether the motion is made in the precise form used by the Rules, if its intent is clear and would otherwise be in order, it shall be in order.
  - f. All motions are debatable unless noted otherwise.
3. MAIN MOTION; Principle, form, effect
  - a. A Main Motion is any motion that would cause the LAC to resolve, state, or otherwise “do something”.
  - b. A main motion may only be made when there is no other main motion under consideration
  - c. A main motion is made by stating “I move that the LAC... [resolve that, adopt the following resolution, create, state its opposition to]”
  - d. Longer main motions should be introduced in writing prior to the such that they may be include as a binder document
4. SUBSIDIARY MOTIONS: Principle, forms, effects
  - a. Subsidiary motions help the LAC do something with a main motion,
  - b. The following are the admissible subsidiary motions, in descending order of precedence (that is, the highest ranking motion is “i,” the second highest is “ii,” etc.)
    - i. **Motion to Table**
      1. Halts debate, but with the option of “taking from the table” at a later date (see: take from table)
      2. Made by saying “I move to table”
      3. Must be seconded

4. Is not amendable
  5. Is not debatable
  6. Must pass by a majority of those voting
  - ii. **Motion to Call the Question**
    1. Stops debate on the motion and moves to an immediate vote
    2. Made by saying “I move to call the question”
    3. Must be seconded
    4. Is not amendable
    5. Is not debatable
    6. Must pass by a majority of those voting
  - iii. **Motion to Extend Debate**
    1. Extends debate by the amount of time stated.
    2. Made by saying “I move to extend debate for [X] minutes”
    3. Must be seconded
    4. Is not amendable
    5. Is not debatable
    6. Must pass by a majority of those voting
  - iv. **Motion to Postpone**
    1. Temporarily stops debate on the main motion until a later date.
    2. If no date is specified, it is assumed to be postponed until the next meeting.
    3. Made by saying “I move to postpone [... until]”
    4. Must be seconded
    5. Is not amendable
    6. Is not debatable
    7. Must pass by a majority of those voting
  - v. **Motion to Amend**
    1. Changes the wording, meaning, etc. of a motion.
    2. Made by saying “I move to amend such that...” or “I move to amend [X] to [Y],” or some other wording.
    3. Must be seconded
    4. Is debatable
    5. Must pass by a majority of those voting
5. PRIVILEGED MOTIONS: Principle, forms, effects
- a. Privileged motions may be made at any time, even when another member is speaking.
  - b. Privileged motions have precedence not only within their category, but take precedence over any other motion.
  - c. The following are the admissible privileged motions, in order of descending precedence:
    - i. **Motion to Adjourn**
      1. Ends the meeting of the LAC immediately, with any business still pending carried over to the next session.
      2. Made by saying “I move to adjourn”
      3. Must be seconded
      4. Is not amendable
      5. Is not debatable
      6. Must pass by majority of those voting
    - ii. **Motion to Recess**
      1. Pauses the meeting for a short time.

2. Made by saying “I move for a recess of [x] minutes,” or “I move that the LAC recess for [x] minutes”
  3. Must be seconded
  4. Is not amendable
  5. Is not debatable
  6. Must pass by a majority of those voting
- iii. **Enforce Agenda**
1. If a member feels that the conversation has drifted away from what is supposed to be discussed, they may ask that the agenda be enforced by the chair
  2. Also known as “Call [ing] for the Orders of the Day”
  3. Made by saying “I ask the agenda be enforced,” or “I call for the Orders of the Day”
  4. Action is taken immediately by the chair; no vote or second is required
6. **INCIDENTAL AND OTHER MOTIONS: Principle, forms, effects**
- a. An incidental motion can be made at any time and, depending upon the motion, sometimes even while another member is speaking.
  - b. Incidental motions do not have precedence
  - c. The following are the admissible incidental motions
    - i. **Point of Order**
      1. Allows a member to point out a rule being ignored, or other error in parliamentary procedure.
      2. Made by saying “Point of Order” and describing the grievance
      3. May be made when another member is speaking
      4. Action is taken immediately by the chair
    - ii. **Point of Parliamentary Inquiry**
      1. Question to the PO about whether an action is in order.
      2. Made by saying “Point of Parliamentary Inquiry” and describing the question.
      3. Answered immediately by the Parliamentarian
    - iii. **Appeal the Decision of the Chair**
      1. Used to overturn a decision made by the PO
      2. Made by saying “I move to appeal the decision of the Chair”
      3. Must be seconded
      4. Is not amendable
      5. Is not debatable
      6. Must pass by a 2/3 vote
    - iv. **Suspend the Rules**
      1. Suspends either these Rules of Order or the LAC by-laws in order to accomplish an action that would not normally be allowed
      2. May not be used for an action that exceeds the bounds of the LAC Charge and Charter
      3. Made by saying “I move to Suspend the Rules and [do something]”
      4. Must be seconded
      5. Is not amendable
      6. Is debatable
        - a. Note: Not debatable under normal parliamentary procedure, but for the purposes of the LAC, short debate is allowed.

7. Must pass by a 2/3 vote

v. **Divide the Question**

1. Separates a motion into two or more parts to be voted on separately.
2. Made by saying “I move to divide the question, [such that... ]”
3. Must be seconded
4. Is not amendable
5. Is not debatable
6. Must pass by a majority of those voting

vi. **Rising Vote**

1. Requires the LAC to vote by raising their name placard to indicate their vote
2. Made by saying “I move for a rising vote” or “I move the LAC divide on the question”
3. Passes without a vote or second

vii. **Take from Table**

1. Brings an issue that was previously tabled back before the LAC
2. Made by saying “I move to take (blank) from the table”
3. Must be seconded
4. Is not amendable
5. Is not debatable
6. Must pass by a majority of those voting

7. VOTING: Counting, Unanimous Consent

- a. A legal vote shall be either “Aye” or “Nay”
- b. An abstention, or vote of “Oy” shall not count as a legal vote cast, but shall be entered into the record
- c. Any member, including the PO, may call for Unanimous Consent if they believe there to be little or no opposition to a motion. The PO will ask if there are any objections, and if no member states an objection, the vote shall have passed by a unanimous vote of those present.

8. COMMITTEES

- a. The LAC may, at its discretion, appoint a subcommittee to study a particular issue
- b. Such an appointment should take the form of a written main motion, submitted before the meeting, and should include the committee’s:
  - i. Purpose
  - ii. Membership, and
  - iii. Chairperson
- c. Committees appointed in this manner shall be informal and *ad hoc*

9. UNFORESEEN SITUATIONS

- a. If there arises a situation that cannot be solved using these rules, then the most current edition of *Robert’s Rules of Order Newly Revised* shall be consulted

10. AMENDMENTS

- a. These rules may be amended by a 2/3 vote of the LAC and subject to the review of the AS Board of Directors