

***Read through the Robert's Rules of Order card, then work on your own to decide on a course of action for each scenario provided below. Then, check with a friend. Make sure you have a justification for the action you've chosen.***

1. During discussion on a second reading item, the speakers continue to repeat the same points over and over. What action would be appropriate?
2. In discussion of a first-reading item, a speaker mentions you by name. What point would allow you to respond?
3. The chair attempts to move forward with a vote and asks for those in favor and those opposed, but not abstentions. What would be an appropriate response?
4. Someone made a motion to amend a document, striking a specific phrase. You think part of the phrase should remain. What action can you take?
5. During first reading, some senators begin to engage in debate on the item being presented. What should you do?
6. The meeting agenda is packed, and discussion on a second reading item has exceeded ten minutes with several speakers left on the list. What would be an appropriate motion?
7. During discussion on an item, a guest is referenced using the wrong pronouns. What would be an appropriate response?
8. You made a motion to approve an item but realize that you may have acted prematurely. What can you do?
9. The time for the end of the meeting has come, but folks are still in the midst of discussion. What actions can you take?
10. The Senate is discussing a resolution but there are substantial question and the author of the resolution is unavailable. What should you do?

**Making Motions**

A good motion:

1. Has a clear objective;
2. Identifies who is responsible for carrying out the decision;
3. Is clear and specific.

**For example: Senate Snacks**

The Senate is debating whether snacks should be provided for the last meeting of each semester. Guest Gonzalez informs the Senate that in the past, the Provost's Office has paid for campus catering during the last meeting of the year, including cookies, fruit, and light beverages. Several senators express support, and the Provost states that there are funds to provide snacks for the last Senate meeting of each semester. The Chair asks if there is a motion.

*With your group, write a motion that would appropriately respond to the above scenario.*

**Amendments**

A good amendment:

1. Can strike out language;
2. Can add language;
3. Can strike out AND insert language.

**For Example: Senate Snacks**

After the motion to provide snacks has been made and seconded, another Senator points out that members of the Senate may have dietary restrictions that need to be accommodated.

*With your group, write an amendment that would ensure the dietary restrictions are accounted for. Note whether you struck language, added language, or struck and inserted language.*