



# Rules of Order at Council and Committees

# Robert's Rules of Order

- Roberts Rules of Order: Meeting procedures for fair and efficient decision-making in meetings
- Equal rights: Ensures all members can speak and participate, and upholds majority rule while respecting minority rights
- Order of business: Clear structure for meeting agenda, including minutes, reports, old/new business
- Drafting, moving, debating, and passing motions: Defined process for proposing, discussing, and voting on ideas as a governing body
- Conduct guidelines: Emphasizes respectful behavior, addresses chairperson, recognition to speak, parliamentary language.

# Roles in Meetings

- **Chair (Speaker, Committee Chair):** The chairperson ensures adherence to Roberts Rules of Order and AMS Code, maintaining order, facilitating productive discussions, and ensuring meetings run on time
- **Voting Members:** Can move/second and vote on motions (unless in a conflict of interest), may attend incamera sessions, are prioritized first in the speaking order
- **Non-Voting Members:** Same as voting members but cannot vote, in some cases may not be invited for incamera sessions
- **Guests:** Must have the permission of the chair to address the meeting, must also be invited by the chair to attend a meeting (if meeting isn't public), does not attend incamera sessions, comes after members in the speaking order

# Time Management

- Agenda Time Allocation: AMS Code now has the Agenda Committee set time limits for every agenda item. To allow debate beyond the time limit, a motion to extend will need to be allowed
- Speaking Time: For updates, there are set times that everyone has, and you are highly encouraged to stay within those times (see the agenda for the exact time you are allowed)
- Speaking Limit: Members can only speak twice on any motion or discussion.
- The Purpose of Committees: A reminder that often there is limited time at Council and a great way to have greater discussion on any topic is to go to Committees.

# Conflict of Interest

- Disclosure Obligation: Councillors are responsible for disclosing any potential conflicts of interest that may arise during council discussions or decision-making processes. This includes personal, financial, or other interests that could influence their judgment or compromise their impartiality.
- Recusal: When a conflict of interest is disclosed, the councillor must recuse themselves from the discussion and abstain from voting on the matter. This ensures that decisions are made by unbiased individuals who can act in the best interest of the organization and its members. If there is an incamera session about the matter, the councillor may not attend the session.

# Incamera

- In-camera sessions: AMS of UBC Incamera rules enable confidential discussions and decision-making in closed-door sessions.
- Purpose: In-camera sessions address sensitive matters like legal issues, personnel matters, and negotiations/litigation, ensuring privacy and protection.
- Confidentiality: Strict confidentiality guidelines apply to in-camera sessions, requiring all attendees to maintain the confidentiality of discussions and decisions.
- Transparency and accountability: Incamera sessions should only be used when warranted so that decisions not involving sensitive matters are shared publicly, ensuring transparency and accountability to students

# Motions

- Website about Motions: <https://robertsrules.org/motions.html>



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Questions?