**A VUSAC Guide to Robert’s Rules**

According to the VUSAC Constitution, VUSAC meetings must run in accordance with VUSAC’s Constitution, Council Policies, and Roberts Rules. Considering the extensive editions of Robert’s Rules of Order that are available, this guide attempts to provide a quick summary of Robert’s Rules & how they will be used to govern VUSAC’s meetings. Please note that this document reflects VUSAC’s interpretation of Robert’s Rules, which have been adapted for best practice and for greater accessibility.

**GENERAL PRACTICE**

* Before speaking on a motion, members of council **must address the Chair** - even if this is simply looking at the Chair and awaiting a nod to proceed. This ensures that the meeting runs in an orderly fashion, and that all those on the speaker’s list have their chance to speak
* The VUSAC Council makes up both elected and non-elected members, and meetings can include members from other bodies at Victoria University, club/levy members, or members of the VCU. ANY VCU member may speak on a motion *but only elected members may vote*

**MOTIONS**

* Motions are actions brought up by an *elected* member of council
* Motions **must** be seconded by another member before being stated by the Chair and moving into debate
* If a member of council seconds a motion, this indicates their support for this motion - this is done to ensure there is enough support for a motion for it to even generate debate
* If a member of council wishes to **amend** a motion, this may be done during debate
  + If the member of council who put forth the motion agrees to the amendment, this may be done without a vote and is regarded as a **friendly amendment**
  + If not, a vote can proceed in a motion to amend the motion in question
* If a member of council wishes to stop debate and put the matter at hand to vote (ie. if the debate is no longer productive), they may motion to **call the question**  - which would immediately put the motion at hand to a vote

*Other types of motions:*

* **Omnibus**  - a motion to join multiple motions together
* **Divide the Question -** a motion to separate motions from each other
* **Postpone** - a motion to defer action/table a motion until a later date
* **Extend -** a motion to extend the time for debate

**VUSAC Policies**

**EMAIL VOTES**

* Email votes may be used to pass a motion that is urgent and cannot wait until the next meeting to be passed
* Email votes must be conducted within **72** hours. Voting members have 72 hours to respond to an email vote
* An Email vote must pass with a 50% +1 majority
* Failure to respond to an email vote will result in a disciplinary email from the Chair
* Please see Council Policies, Chapter 4 Section 5 for further information regarding email votes

**IN-CAMERA MEETINGS**

* Voting members may motion to go in-camera with a simple majority of 50% +1
* Only voting members, the Chair and the Office Manager shall stay present for the in-camera portion; unless members vote to allow other back into the room
* Meetings can be held in-camera for the following reasons:
  + The matter being discussed is confidential in nature
  + A member of Council feels that speaking openly on a topic might put them or someone else at risk physically or emotionally
  + A member of Council feels that an emergency measure must be taken
  + Confidentiality must be ensured for a reason not stated above, at the discretion of Council on a case-by-case basis
* Members in the room for the in-camera meeting **may not discuss** what was discussed during the in-camera meeting. Minutes for in-camera meetings will only be distributed to those in attendance.
* What is discussed in camera becomes legally privileged information due to the very nature of it being discussed in camera regardless of whether the information itself is confidential in nature at the onset