

Robert's Rules of Order – Recognize to Speak

From: Simone, Adrianna <asimone@losmedanos.edu>

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To: Duldulao, Abigail <ADuldulao@losmedanos.edu>; Lynn, Morgan <MLynn@losmedanos.edu>

Subject: AS President Recognizes You to Speak in the AS Meeting

For your reference:

How to Recognize to Speak in an Academic Senate Meeting

In most academic senate meetings, you must be recognized by the Senate President or Chair before you can speak. This is a standard practice under Robert's Rules of Order and is designed to ensure fair participation and orderly discussion 🏛️[Stonehill College+1](#).

Key points for recognition:

- Raise your hand (physically in person or using the “raise hand” function in virtual meetings) to indicate you wish to speak 🏛️[Stonehill College](#).
- The Senate President or Vice President (depending on the meeting's structure) will keep a running list of those who have raised their hand 🏛️[Stonehill College+1](#).
- The President will call on speakers in order from the list, starting with those who made the motion or are directly involved in the item, then moving to other Senators and, if applicable, guests 🏛️[Stonehill College](#).
- No one may speak a second time until all those who wish to speak have been recognized once 🏛️[Stonehill College](#).
- Public speakers (non-members) must also be recognized by the President or designee before they can address the Senate 🗳️[committees.bakersfieldcollege.edu](#).

When you are recognized:

- The President will call your name and, if appropriate, ask if you have a motion, amendment, or comment.
- You may then speak for the time allowed (often 3 minutes per speaker, with a total time limit for the meeting) 🗳️[committees.bakersfieldcollege.edu](#).
- Your comments should be relevant to the question at hand and addressed to the Senate as a whole, not to individual members 🗳️
[committees.bakersfieldcollege.edu](#).

Tip: If you want to speak, arrive early, review the agenda, and be ready to respond to the current item. If you are not recognized, you can continue to raise your hand until the President calls on you.

“‘Racist’ is not—as Richard Spencer argues—a pejorative. It is not the worst word in the English language; it is not the equivalent of a slur. It is descriptive, and the only way to undo racism is to consistently identify and describe it—and then dismantle it. The attempt to turn this usefully descriptive term into an almost unusable slur is, of course, designed to do the opposite: to freeze us into inaction.”

— Ibram X. Kendi



Adrianna Marie Olivo Bayer Simone, M.A., M.A., Ph.D.
Gender pronouns: ella/s, she, her/s, they/them
Los Medanos College Academic Senate President
Ethnic Studies and Social Justice Studies Department Chair
GE Committee Co-Chair

A horizontal banner with a dark red background. On the left is the "LOS MEDANOS COLLEGE" logo. In the center, the text "General Education Committee" is displayed, with "General Education" in a smaller font above "Committee". Below this, it says "GE Committee meetings are held 2nd and 4th Wednesdays, 1:00 - 2:25 p.m. in CC2-223 & BRT-125 or via Zoom for guests." On the right, there is a white circular arrow icon with the text "SCAN ME!" next to a QR code. At the bottom of the banner is a strip of six small photographs showing diverse students in various settings, some smiling and some engaged in activities.