Learning Outcomes

- **History, Explanation and Importance of Robert's Rules**
- **Basic Principles**
- **Key Components**
- **Meeting Rules and Responsibilities**
- **Conducting a Meeting**
- **Advanced Procedures**
- **Practical Examples**
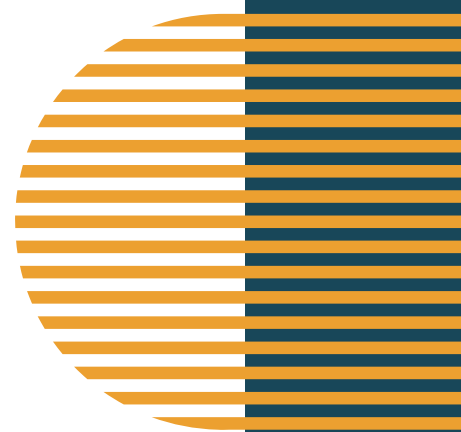- **Conclusion**

History

Henry Martin Robert's Experience

- Engineering officer in the Army
- Unexpectedly asked to preside over a public meeting at a church
- Realized he lacked knowledge of parliamentary procedures, leading to significant embarrassment
- Determined to learn parliamentary law to avoid future embarrassment

Where to start?

- **Robert's Rules of Order 12th Edition is the most current**
- **Key Simplifications:**
  - **Participation:** Everyone can discuss before anyone speaks again
  - **Transparency:** Everyone must know what's happening; only urgent matters can interrupt
  - **Focus:** Only one motion is discussed at a time

Introducing New Business

1. **Motion-Recognized by chair-**
2. **Second or Not considered-**
3. **Passed,Defeated, Tabled, Referred to committee or Postponed indefinitely**

- **A motion is the topic under discussion.**
  - Any member can introduce a motion when recognized by the President of the Board
- **Requirements:**
  - A motion needs a "second" to be considered
  - Each motion must be disposed of: Passed, defeated, tabled, referred to committee, or postponed indefinitely

Foster inclusivity in discussions and Honor the Opinions of all professionally

Before speaking make sure you are recognized by the Chair

If Recognized by the chair, present your motion.

After you have spoken, everyone present has the right to speak before you are able to speak a second time.

Example

- **Member Obtains the Floor:**
  - Member: "Mr./Madam Chairperson."
  - Chair: "The chair recognizes [Name of Member]."
- **Member Makes the Motion:**
  - Member: "I move that we allocate $500 for the community outreach program."
- **Motion is Seconded:**
  - Another Member: "I second the motion."
- **Chair States the Motion:**
  - Chair: "It has been moved and seconded that we allocate $500 for the community outreach program. Is there any discussion?"

- **Debate (if applicable):**
  - Member: "I believe this is a necessary expense because it will increase our visibility in the community and potentially bring in more members."
- **Chair Puts the Motion to a Vote:**
  - Chair: "Are you ready for the question? The question is on the adoption of the motion to allocate $500 for the community outreach program. Those in favor, say 'Aye'."
  - Members: "Aye."
  - Chair: "Those opposed, say 'No'."
 - Members: "No."
- **Chair Announces the Result:**
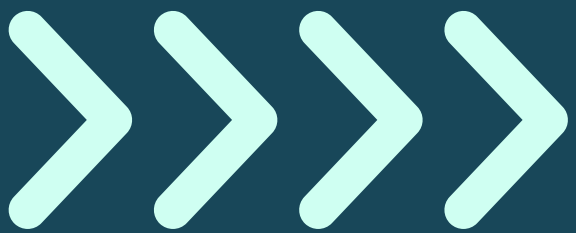 - Chair: Announces the outcome of the vote.

Debating

- **Restate the Motion:**
  - Clearly state the motion under discussion
- **Express Your Opinion:**
  - Be concise and clear about why you support or oppose the motion
- **Guide Voting:**
  - Provide voting direction for clarity, e.g., "I encourage you to vote in favor of _____" or "I encourage you to vote against _____"

3 Most Used Motions
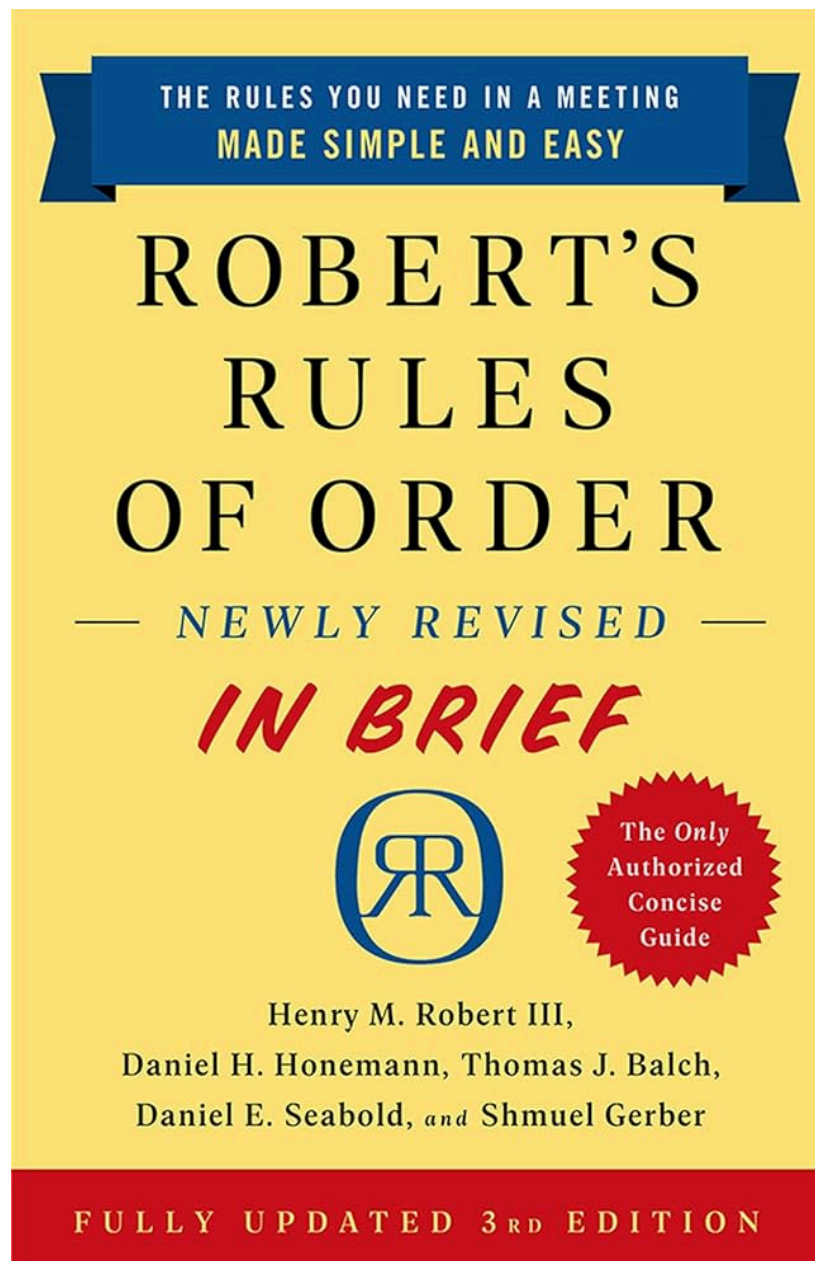
- **Main motion:** The main motion is how you bring business to the assembly.. "I move.." "Second" leads to focused discussion.
- **Amendment:** Adds to or subtracts from the main motion. Focuses on mini changes made to the main motion.
- **Amend the Amendment:** Another small manageable change made to be discussed before voting happens

THE RULES YOU NEED IN A MEETING
MADE SIMPLE AND EASY

ROBERT'S
RULES
OF ORDER
— NEWLY REVISED —
IN BRIEF

The Only
Authorized
Concise
Guide

Henry M. Robert III,
Daniel H. Honemann, Thomas J. Balch,
Daniel E. Seabold, and Shmuel Gerber

FULLY UPDATED 3RD EDITION

Point of Order

- **Purpose**: Ensure proper procedure, fairness, and transparency
- **Raising a Point of Order**: Member interrupts speaker and states, "Point of order" without recognition from the chair
- **Chair's Response**: Chair addresses the point immediately, ruling whether it is well taken or not
- **Chair's Ruling**: If valid, corrects procedure; if not, proceedings continue unchanged
- **Appealing the Chair's Decision**: Member can appeal; assembly votes to make the final decision

Key Aspects of Parliamentary Procedure

- **Agenda:** Establishes order of business to cover all necessary topics
- **Motions:** Formal proposals for assembly action
- **Debate:** Structured discussion with rules on speaking and duration
- **Voting:** Decision-making methods: majority rule, supermajority, unanimous consent
- **Quorum:** Minimum members required for conducting business
- **Minutes:** Official records of proceedings and decisions

Benefits:
- Maintains order
- Ensures fairness
- Facilitates efficient and democratic conduct of business

Agenda

Typical Order of Business (Robert's Rules of Order)

- **Call to Order:**
  - Meeting officially started by the presiding officer
- **Roll Call (if applicable):**
  - Verification of quorum presence
- **Reading and Approval of Minutes:**
  - Previous meeting minutes read or distributed and approved
- **Reports of Officers, Boards, and Standing Committees:**
  - Regular reports presented
- **Reports of Special (Select or Ad Hoc) Committees:**
  - Special committee reports presented
- **Special Orders:**
  - Scheduled matters, often important or time-sensitive

- **Unfinished Business and General Orders:**
  - Items from previous meetings and postponed items
- **New Business:**
  - Introduction of new topics, motions, or proposals
- **Announcements:**
  - General announcements to the assembly
- **Adjournment:**
  - Formal ending of the meeting

II. STANDING ITEMS
  A. Item Title
     (Presenter | Duration | Discussion/Action)
     All items must have a description stating the purpose and proposed outcome of the item in no more than 20 words.

III. BUSINESS
  A. Item Title
     (Presenter | Duration | Discussion/Action)
     All items must have a description stating the purpose and proposed outcome of the item in no more than 20 words.

Methods of Voting

- **Voice Vote (Viva Voce):**
  - Members verbally vote "aye" (yes) or "no"
- **Rising Vote:**
  - Members stand to indicate their vote
  - Used for more accuracy or inconclusive voice votes
- **Show of Hands:**
  - Members raise their hands to signify their vote
- **Ballot Vote:**
  - Members write their vote on a slip of paper
  - Ensures secrecy, used for elections or sensitive issues
- **Roll Call Vote:**
  - Each member's name is called, and they state their vote aloud
  - Secretary records each vote for accountability
- **Unanimous Consent:**
  - Chair asks if there are any objections to a proposal
  - If no objections, motion is adopted without a formal vote

Voting Procedures

- **Making a Motion:**
  - A member makes a formal proposal
  - Another member seconds the motion to proceed
- **Debate:**
  - Assembly discusses the motion
  - Members follow speaking rules for order and fairness
- **Closing Debate:**
  - Ends by agreement, motion to close debate (Previous Question), or chair's decision if no one seeks the floor
- **Voting:**
  - Chair states the question clearly
  - Chosen voting method is employed
- **Announcing the Result:**
  - Chair announces the outcome and decision of the assembly

- **Special Considerations:**
  - **Majority Vote:** More than half of the votes cast
  - **Two-thirds Vote:** Two-thirds of the votes cast, often required for motions that limit members' rights
  - **Quorum:** Minimum number of members required for valid business transactions

Rules and Responsibilities

Chair (Presiding Officer)

- **Call to Order:** Start the meeting at the appointed time
- **Maintain Order:** Ensure decorum and rules are followed
- **Facilitate Discussion:** Recognize members who wish to speak
- **State Motions:** Clearly state motions for consideration
- **Call for Votes:** Conduct voting procedures and announce results
- **Guide the Agenda:** Follow the established order of business

Secretary

- **Record Minutes:** Maintain accurate records of proceedings
- **Manage Documents:** Distribute meeting materials and previous minutes
- **Read Minutes:** Read minutes from the previous meeting if required

Rules and Responsibilities

Members

- **Prepare:** Review agenda and materials before the meeting
- **Participate:** Engage in discussions and decision-making
- **Follow Procedures:** Adhere to rules for speaking and voting
- **Make Motions:** Propose actions for consideration
- **Second Motions:** Support motions to bring them to the floor

Committees

- **Report:** Present findings and recommendations to the assembly
- **Execute Tasks:** Carry out tasks assigned by the assembly
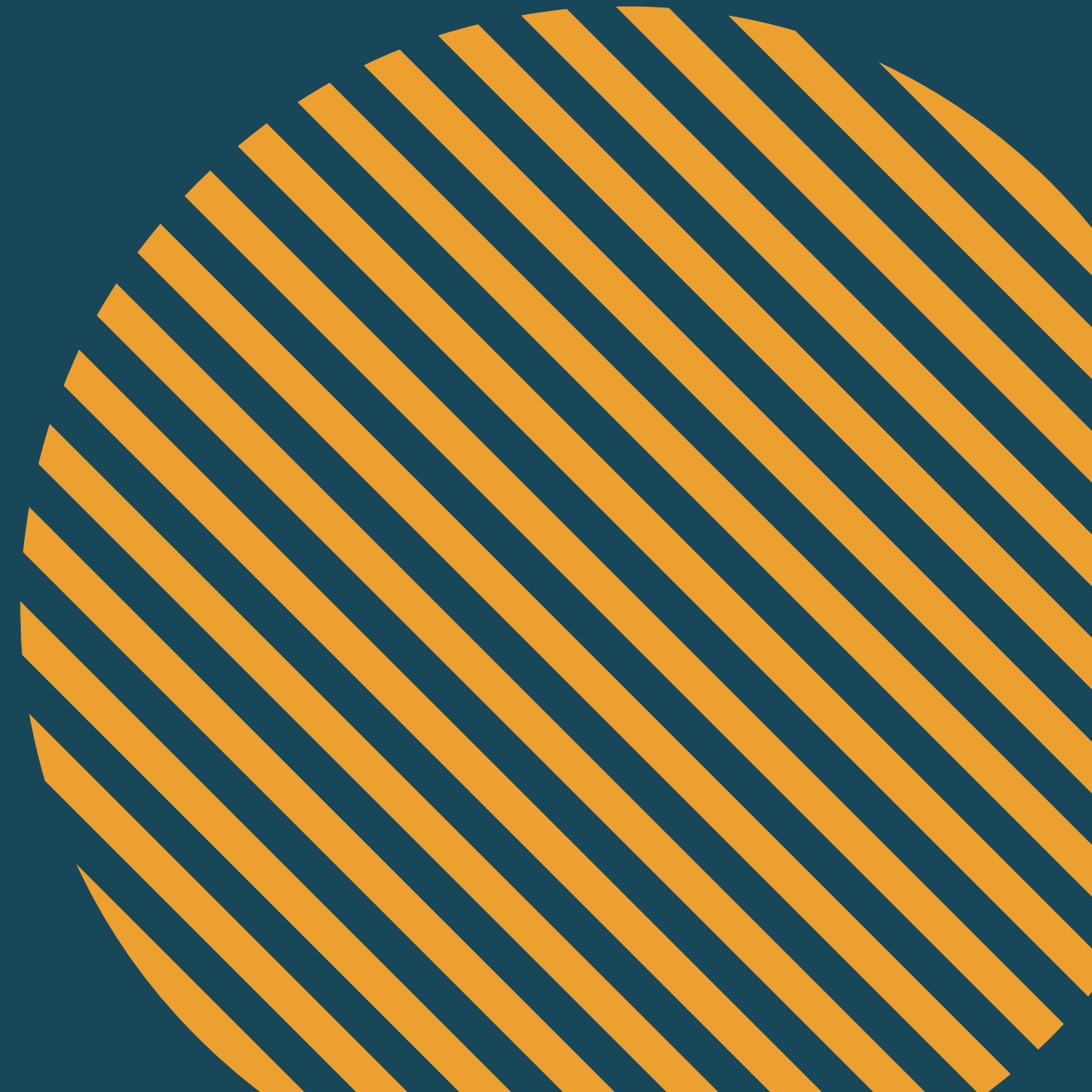
Q&A

Contact Us

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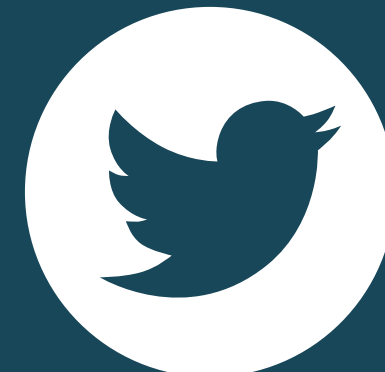
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