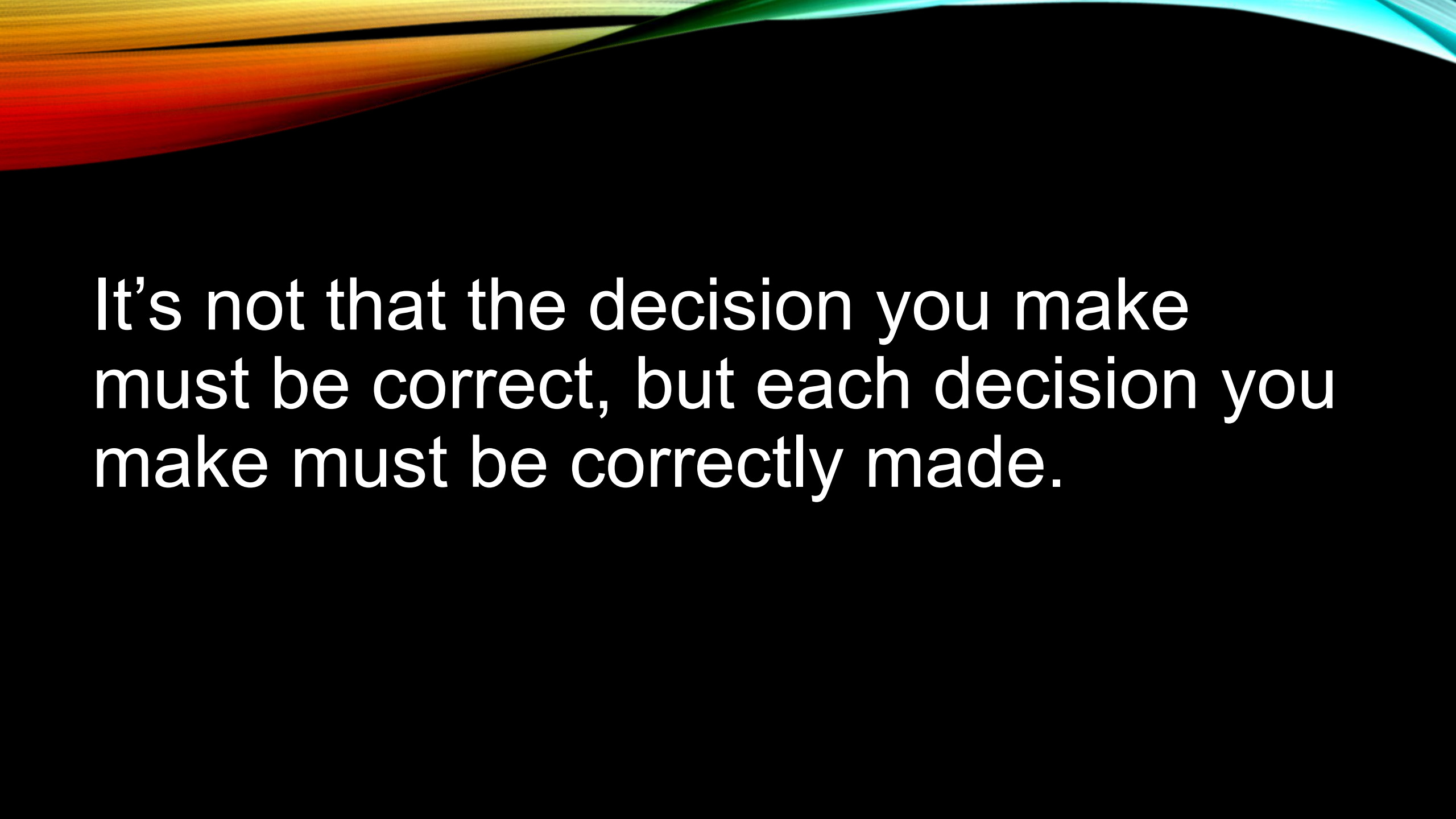




ROBERT'S RULES OF ORDER



It's not that the decision you make
must be correct, but each decision you
make must be correctly made.

BASIC PRINCIPLES

- A quorum must be present to act but is assumed unless a count is called for.
 - It is improper to act if you know a quorum is not present
- Business is introduced only by a motion
- Only one main question should be considered at any given time.
- No member should speak until recognized by the chair.
- The chair should maintain strict impartiality during discussion.
- Chair can vote if it will affect the outcome

MAJORITY RULE AND MINORITY RIGHTS

- “All...will bear in mind this sacred principle, that though the will of the majority is in all cases to prevail, that will to be rightful must be reasonable; that the minority possess their equal rights, which equal law must protect and to violate would be oppression.”

-Thomas Jefferson



RULES FOR DEBATING MOTIONS

- Listen to the other side
- Focus on issues, not personalities
- Avoid questioning motives
- Be polite
- Discussion should be directed toward the chair and not to specific members

REASONS FOR INTERRUPTING SPEAKER

- Parliamentary inquiry-to get information about business
- Point of information-to get information about rules
- Question of privilege-can't hear, safety reasons, comfort, etc. (not an opportunity to give a speech)
- Point of order-when you see a breach of the rules
- Appeal the rule of the chair-if you disagree with the ruling of the chair
- Object-if you disagree with a call for unanimous consent

Otherwise, wait your turn!



DISCUSSION ETIQUETTE

- Any limits to discussion (time, number of times an individual can speak, total duration, etc) should be defined in advance and agreed upon by the group
 - Motions to limit debate can be made “in order” but can often be construed as directed at specific members
- It is the duty of the chair to ensure discussion is orderly and relevant
 - Individuals must be recognized by the chair before speaking
 - Make sure discussion is directly related to the motion and its merits

INCIDENTAL MOTIONS

- Do not allow for debate or discussion
 1. Point of information- asking for facts affecting the business at hand
 2. Parliamentary inquiry- requests the chair's opinion on a subject
 3. Division of the assembly- calls for verification when a member doubts the accuracy of a vote or show of hands
 4. Division of a question- permits a motion to be divided into two or more points to consider them separately

INCIDENTAL MOTIONS (CONT.)

- Do not allow for debate or discussion
 5. Withdraw a motion- when the person who made the motion wishes to withdraw said motion
 6. Objection to consideration- suppresses business that is undesirable or that might prove damaging to the organization
 7. Suspend the rules- temporarily sets aside a rule to permit the assembly to take an action it could not otherwise take
 8. Appeal from the ruling of the chair- challenges a ruling of the chair
 9. Point of order- challenges an error in procedure and requires a ruling by the chair



THE MOTION

- A motion is a call to action
 - Can be a request to do something
 - Can be a request to vote
 - Can be a request to change something
- Essentially you are saying “I think we should consider doing this”

THE SECOND

- The “second” makes the motion important enough to discuss
 - Eliminates unnecessary discussion on a point that only one member believes is worth discussing
 - If at least one other person believes the motion is worth discussing then they can put forth a second requiring action
 - A second doesn’t mean the person seconding agrees with the motion, but feels that it should at least be discussed
- Second can be shouted by any member, doesn’t require recognition by the chair
 - Good to note who made the second for the record

TABLING VS POSTPONEMENT

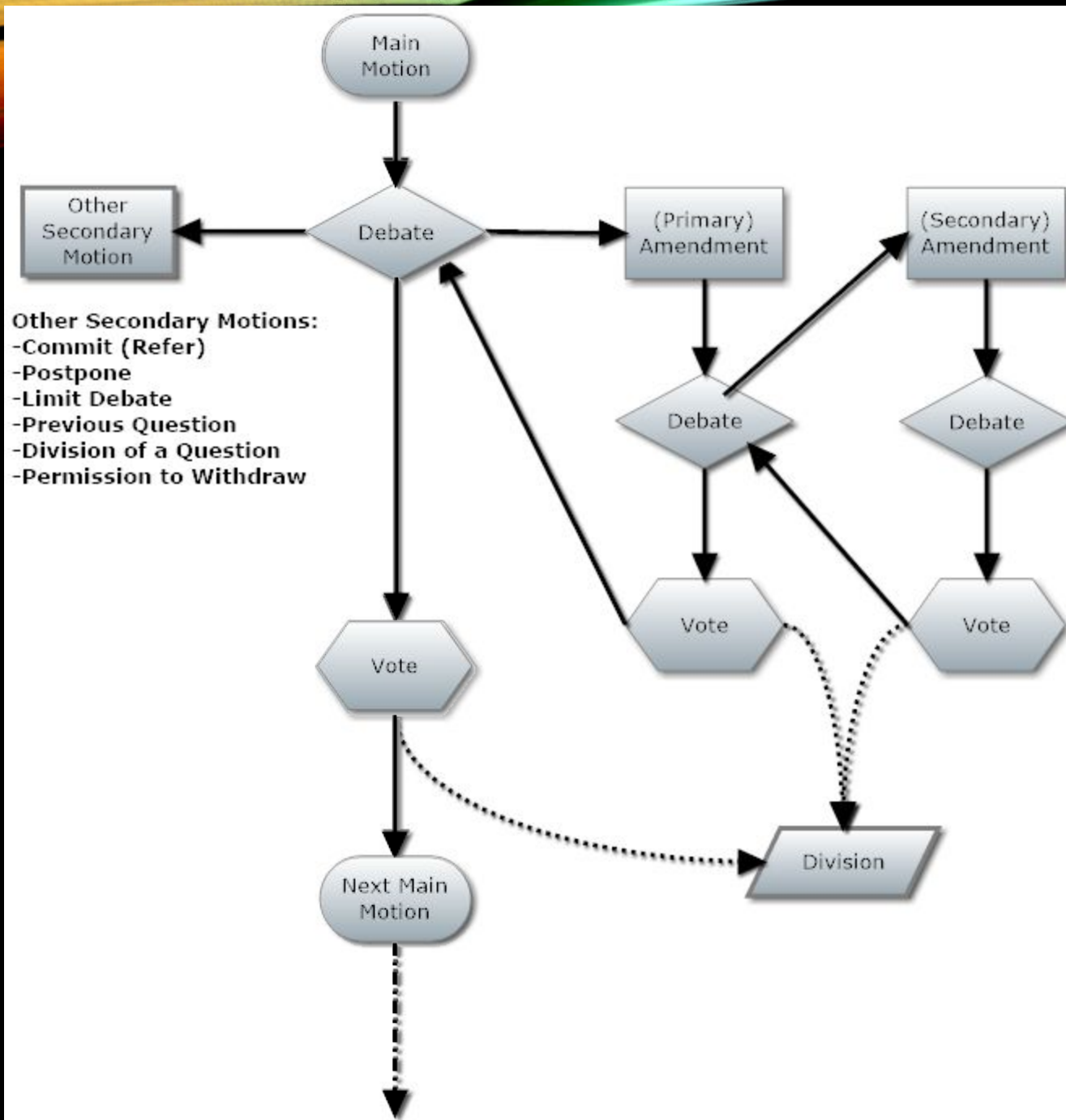


Tabling- requesting to move a meeting item to later in the meeting to attend to more pressing matters



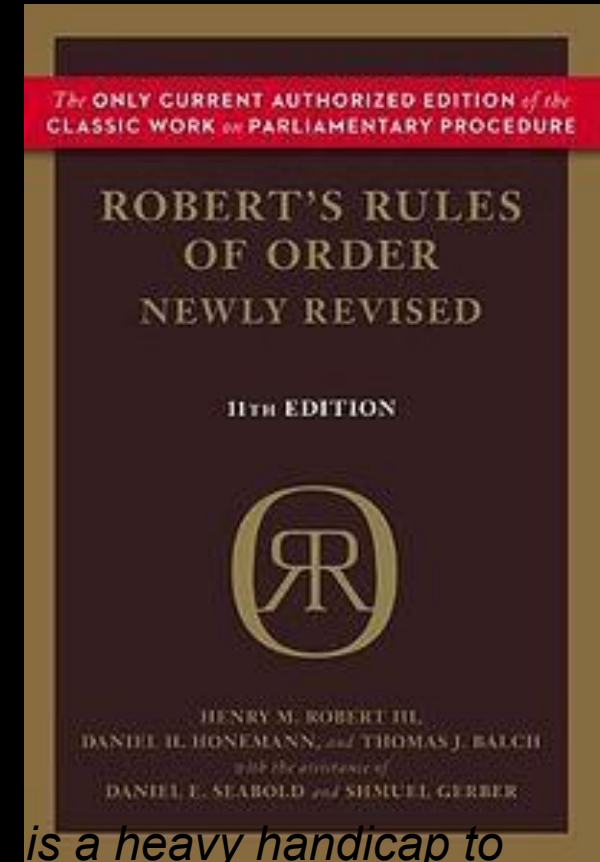
Postponement- requesting to move a meeting item to a future meeting

- Should always decide when the motion will be picked up (cannot postpone indefinitely)
- Should not be used to avoid a vote
- Best when members would like more time to weigh the motion



IT'S NOT THAT HARD

- No one is meant to read ALL of RROR
- There are key things to understand in everyday meetings
- Practice is the best way of learning it



is a heavy handicap to

Henry M. Robert
Robert's Rules of Order preface, 1876