

Robert's Rules of Order

Overview and key concepts to effectively run a meeting

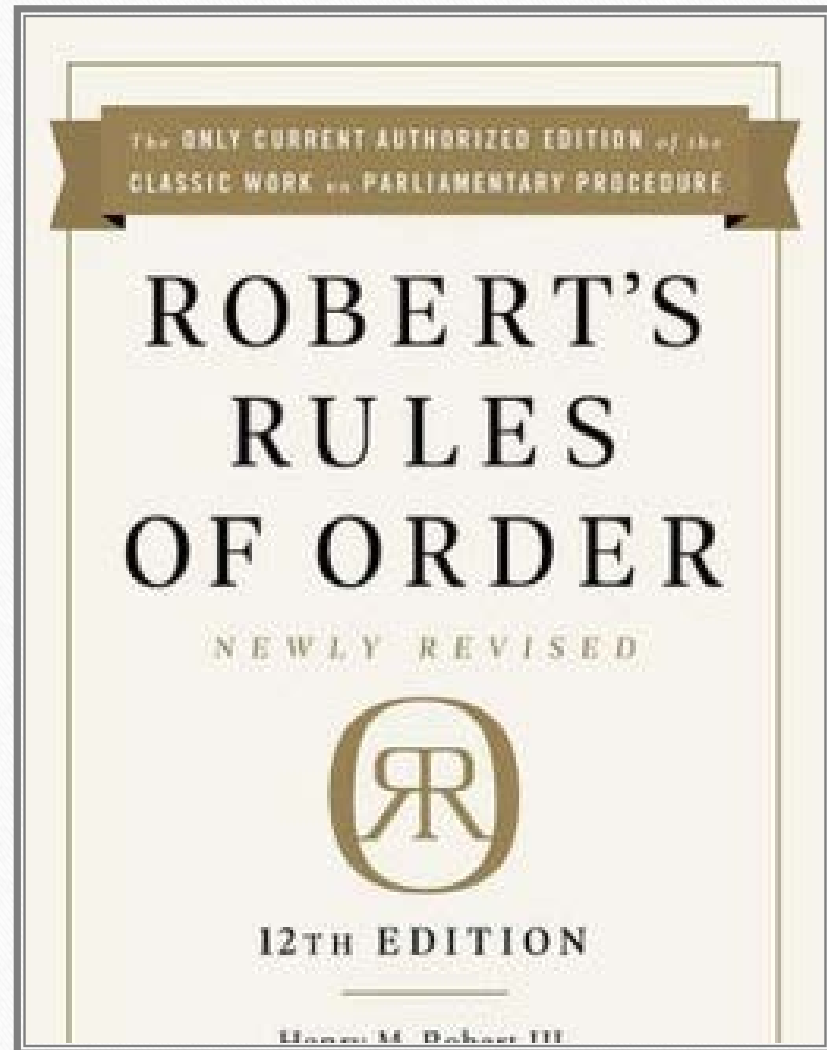


What is Roberts Rules of Order?

- Robert's Rules of Order (RONR) is the standard for parliamentary procedure, designed to facilitate efficient, fair, and democratic meetings through structured debate and voting.

History of Roberts Rules of Order

- Written by U.S. Army officer Henry Martyn Robert (1837–1923).
- Robert's manual was first published in 1876 as an adaptation of the rules and practice of the United States Congress to suit the needs of non-legislative societies.
- Robert's Rules is the most widely used manual of parliamentary procedure in the United States



Why do we use Roberts Rules for meetings?

- Conduct meetings in an orderly and efficient manner.

Why do we use Roberts Rules for meetings?

- Ensures fairness and facilitates productive discussions and decisions within a group.



Why do we use Roberts Rules for meetings?

- Uses a common set of rules adopted by many organizations.



Who should know Roberts Rules?

- If your organization adopts Robert's Rules as their meeting structure, then all members should understand the basic principles of Roberts Rules

Types of Motions

- Main Motions
- Subsidiary Motions
- Privileged Motions
- Incidental Motions

Main Motions

- A main motion introduces items for consideration from the membership.
- Incidental Main Motion
 - Relates to the business of the assembly, or its past or future actions rather than introducing a completely new subject
 - Accepting committee report
 - Ratifying committee report

Main Motion

- Main Motion
 - Cannot be made with any other motion on the floor
 - Requires a second
 - Can be debated
 - Can be amended
 - Requires majority vote to pass

Incidental Main Motions

- Incidental Main Motions
 - Accept committee report
 - A reports is considered received once it is presented, no vote or second is required unless the committee has specific recommendations that require a vote
 - If the committee made recommendations for actions, a motion and second are required to approve those actions. Majority vote to pass



Main Motions



- Ratify committee report
 - Required if a committee took action that required approval and did not receive approval in advance
 - Requires a second
 - Debatable
 - Majority vote
- The committee cannot amend its report once it has been presented.
- The assembly can amend the report once presented.

Subsidiary Motions

- Changes or affects how a main motion is handled. These are voted on before a main motion.
 - Amend
 - Postpone indefinitely
 - Refer to committee
 - Postpone to a certain time
 - Limit/extend debate
 - Lay on the table
 - Take from the table
 - Reconsider
 - Previous question

-Amend-

- Changes the wording of a main motion
- Requires a second
- Is debatable – debate should be limited to the amendment, not the main motion
- Can be amended
- Must be voted on before the main motion once it is presented
- Requires majority vote
- Avoid “Friendly Amendments” – Vote and debate all proposed amendments accordingly

Postpone indefinitely

- Kills the main motion for the duration of the meeting
- The main motion can be reconsidered at a later meeting but cannot be reconsidered in the same session
- Requires a second
- Debatable
- Not amendable
- Majority vote
- Cannot be reconsidered once passed

Refer to a Committee

- Requires a second
- Is debatable
- Can be amended
- Requires majority vote

Postpone to a certain time



Delays
consideration
of a main
motion to a
specific day,
meeting,
hour, or after
specific event

- Requires a second
- Debatable
- Can be amended
- Cannot postpone a matter beyond the next regularly scheduled meeting
- Majority Vote
- Once passed, the motion becomes an “order of the day” at its specific time and takes precedence over any new business

Lay on the table

Temporarily suspends the consideration of a motion

Used to set aside a motion to allow for more urgent, pressing matters to be brought forward

Requires a second

Not debatable

Not amendable

Matter must be brought back in the same or next session

Take from the table

Brings back a previously tabled item back for immediate consideration.

Requires a second

Not debatable

Majority vote



It is only in order if other business has transpired since the motion was tabled

Reconsider

- Allows an assembly to re-vote on a motion within the same day or session
- Must be made on the same day the original vote was taken, or in a multi-day convention, the next day.
- Only a member who voted on the prevailing side (winner) can move to reconsider.
- Effect: If passed, the original motion is back on the floor for a new vote.
- Debatable if the original motion was
- Majority vote
- Limits: A motion that has already been reconsidered cannot be reconsidered again.

Subsidiary Motions

Limit/extend debate

- Limit number of speeches, length of speeches or set a specific time requirement
 - Requires second
 - Not debatable
 - Can be amended
 - 2/3 vote required

Previous question

- Immediately ends debate on the motion on the floor
 - Requires a second
 - Is not debatable
 - Cannot be amended
 - Requires 2/3 vote

Privileged Motions

- Brings up urgent items about special or important matters unrelated to the main motion or pending business.
 - Adjourn
 - Fix time to which to adjourn
 - Recess
 - Raise a question of privilege

Privileged Motions

- Adjourn
 - Ends the meeting immediately
 - Requires second
 - Not debatable
 - Cannot be amended
 - Majority vote
- Fix time to which to adjourn
 - Sets a specific time or time limit to adjourn
 - Requires second
 - Not debatable
 - Can be amended
 - Majority vote

Privileged Motions

- Recess
 - Motion to take a quick break for a set amount of time
 - When meeting resumes it will continue where it was left, does not change the consideration of any motion that was presented
 - Requires second
 - Not debatable
 - Can be amended
 - Majority vote

Privileged Motions

- Raise a question of privilege
 - Used to address urgent matters regarding the rights, safety, dignity, or convenience of the assembly or an individual member
 - Once the question is presented, the chair decides on the next action:
 - Immediate Action: The chair fixes the problem immediately (e.g., stopping unauthorized talking, opening a window).
 - Postponement: If not urgent, the chair rules to deal with it later in the meeting.
 - Motion/Vote: If the issue requires a formal decision, the chair allows a motion, which is seconded, debated, and voted on.
 - Resumption: Once resolved, the meeting returns to the exact point of interruption.

Incidental Motions

- Questions procedure concerning other motions. These have priority over other motions.
 - Point of order
 - Parliamentary inquiry
 - Request for information
 - Withdraw a motion
 - Objection to consideration of a question
 - Division of the Assembly

-Point of Order-

- Parliamentary device used by a member to alert the chair that a rule of procedure has been breached
 - Requires no second
 - Not debatable
 - Ruled upon immediately by the chair.
- Must be raised immediately when the breach occurs; it is generally too late once the next item of business begins.
- Chair decides if the point is "well taken" (correct) or "not well taken" (incorrect).

Incidental Motions

Parliamentary inquiry

To ask about the rules, the pending business, or how to make a proper motion

- Does not need second
- Not debatable

Point of information

To ask a question about the business at hand

- Example – What is the current balance of the scholarship fund?

Incidental Motions

Withdraw a motion

If the request is made by the maker of the motion **BEFORE** the chair states the motion, then it is withdrawn

Once the chair states the motion, it belongs to the assembly, and the maker must ask permission to withdraw it.

A withdrawn motion is treated as if it was never made and can be reintroduced later.

Unanimous Consent: The chair asks if there are objections. If none, the motion is withdrawn.

Objection: If a member objects, the chair takes a vote. A majority vote is required to allow the withdrawal.

Incidental Motions

Objection to
consideration
of a question

Used to immediately suppress a main motion deemed irrelevant, controversial, or improper before it is debated.

Requires a two-thirds

Cannot be debated

Cannot be amended

Must be raised immediately after the motion is made

Division of the Assembly

- Motion used to require a more precise count when the result of a voice vote is uncertain, or a member doubts the chair's announced result
 - Does not require a second
 - Must be called immediately after the results is announced

Presenting a motion

Any member of the assembly can present a motion. Once a motion is made it must be handled by the chair.

Presenting a motion



OBTAIN THE
FLOOR.



MAKE YOUR
MOTION CLEARLY.

Handling a Motion



ONCE A MOTION IS PRESENTED, THE CHAIR ASKS FOR A SECOND IF REQUIRED

THE CHAIR OPENS DEBATE IF THE MOTION IS DEBATABLE

THE MOTION IS DEBATED UNTIL A MOTION IS PASSED TO STOP DEBATE OR NO ONE ELSE WISHES TO SPEAK

THE MOTION IS VOTED ON

Voting



- Who can vote?
 - Members of the assembly
 - For board meetings – board members
 - General membership meetings – any active member
 - The Chair
 - If so inclined

Voting



- Fraction of vote is based on the number of members present.
- A quorum must be established to conduct business.
- A quorum of members is defined in the organizational bylaws.

Voting



- Majority Vote – can be a voice vote, ballot, raise of hands
 - In the event of a tie the Chair can vote
- 2/3rds vote
 - Raise of hand
 - Ballott

Common Mistakes

- Not obtaining a second
- Not clearly stating the motion being considered

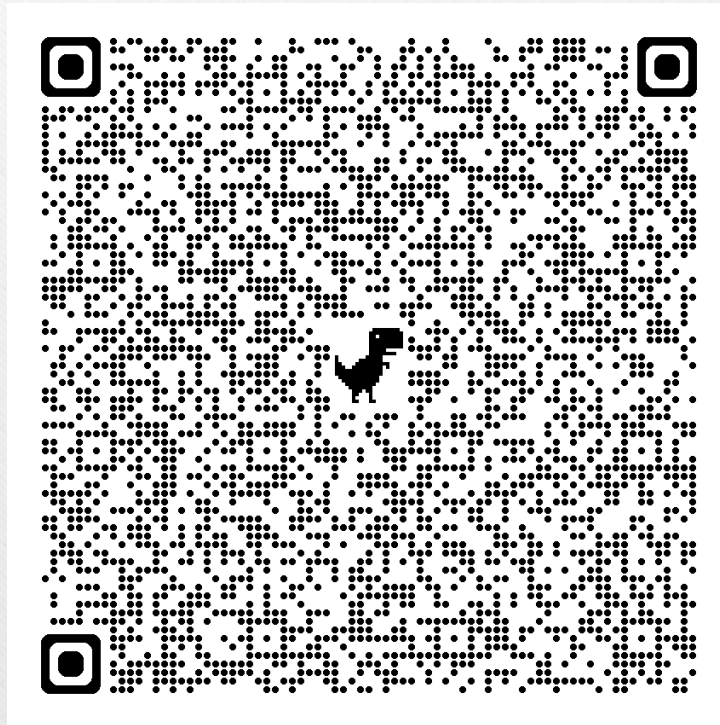
Common Mistakes



Let me
SPEEEEEAK

- Not calling for debate/discussion before voting
- Discussing items not currently on the floor
 - Discussing the main motion when an amendment is open

Review



Review

You want to:	You say:	2 nd ?	Debate?	Amend?	Vote?
Make a main motion	I move to...	Yes	Yes	Yes	Majority
Accept a committee report where committee recommended action	I move to accept the committee report	Yes	Yes	Yes – but not from the committee	majority
Accept a Committee report where the committee acted without pre-authorization	I move to ratify this committee's actions	Yes	Yes	Yes	Majority
Amend a motion on the floor	I move to amend the motion by...	Yes	Yes	Yes	Majority
Kill a motion for the remainder of the meeting	I move to postpone this motion indefinitely	Yes	Yes	No	Majority
Refer a motion to a committee	I move to refer this motion to a committee	Yes	Yes	Yes	Majority
Postpone a matter to a certain time (cannot be past next regularly scheduled meeting)	I move to postpone consideration of this business to...(time, day, meeting)	Yes	Yes	Yes	Majority
Temporarily suspend consideration of a motion for more urgent business	I move to lay this matter on the table	Yes	No	No	Majority
Consider a motion previously laid on the table	I move to take from the table...	Yes	No	No	Majority
Reconsider a motion previously considered but not yet reconsidered	*Only if you are on the prevailing side* I move to reconsider the motion to...	Yes	Yes	No	Majority
Limit/Extend Debate	I move to limit debate on this motion to...(time or number of speakers)	Yes	No	Yes	2/3rds
Call an immediate vote	I call the previous question	Yes	No	No	2/3rds
Adjourn	I move to adjourn the meeting	Yes	No	Yes	Majority
Set a time to adjourn	I move to adjourn this meeting at...time	Yes	No	Yes	Majority
Take a break	I move to take a (time) recess	Yes	No	Yes	Majority
Draw attention to an immediate problem in the room	Question of privilege...(state the issue)	The chair must address the question immediately. If the issue requires a formal decision, then a motion can be allowed that would require 2 nd , can be debated, and majority vote			
Alert the chair that a rule has been broken	Point of order	No	No	No	Ruled on by chair
Ask a question about the procedure for the meeting	Point of Parliamentary Inquiry	No	No	No	Chair answers question
Ask a question to the assembly about an item of business being considered	Point of Information	No	No	No	Addressed by chair
Withdraw a motion (already stated by chair)	I move to withdraw the motion to...(must be by motion maker)	No	No	No	Chair asks for objections, if any objections, majority vote to withdraw
Withdraw a motion (not stated by chair)	I move to withdraw the motion to...(must be by motion maker)	No	No	No	None
Object to consideration of a question	I object to the consideration of this motion (must be made BEFORE any discussion)	No	No	No	2/3rds
Wish to have votes counted	I call for the division of the assembly	No	No	No	Requires counted vote



Questions?
