



**ROBERT'S RULES OF ORDER:
USING THIS POWER FOR GOOD
AND NOT FOR EVIL!**



OBJECTIVES

- Learn where Robert's Rules of Order came from and who "Robert" is
- Talk about why Robert is part of meetings for many groups and organizations
- Learn some of the most common parts of Robert's Rules of Order
- Know enough to be dangerous

BEST MEETING EVER...

- Goes smoothly
- People take turns to talk
- Everyone has the opportunity to participate
- Climate of Healthy Dissent
- We talk about the most important stuff, and
- *“We are making good progress – I felt that meeting went really well...”*



ROBERT'S RULES: MAKING THE MOST OUT OF MEETINGS...

- Thomas Jefferson created the “Manual of Parliamentary Practice” in 1801
 - Adopted by the House and Senate
 - Founders wanted civil and courteous debate unlike the Parliament in London
 - Everyone has the chance to participate so consensus could be formed
- General Henry M. Robert published “Robert’s Rules of Order” in 1876





ALL PARTICIPANTS ARE CREATED EQUAL UNDER ROBERT'S RULES

- Parliamentary procedure offers democratic rule, flexibility, protection of rights, and a fair hearing for everyone
 - Is a set of rules for conduct at meetings
 - Allows everyone to be heard & make decisions
 - Enables you to expedite the flow of business and make decisions



MAIN MOTIONS

- Used to present new business
 - Amendments to bylaws
 - The starter motion
- Can't be made when another motion is active
- Must be “seconded” before it can be discussed or voted on (Move unanimous consent)
 - *“I move that the board authorize the Executive Director to pursue a new partnership with xyz org.”*
 - *“I second that” someone else says, or*
 - *“I move and ask for unanimous consent...”*



“PERFECTING A MOTION” A.K.A. AMENDING A MOTION

- Motions are amended to change the wording to make it make more acceptable before taking final action
- There are 3 ways to change the wording of a motion, to make it more acceptable before taking final action
 - To add words or phrases
 - To strike out words or phrases
 - To substitute by striking out & inserting; or substitute an entire motion or paragraph



AMENDING A MOTION

- Modifications can be made
 - Between the time a motion is made and before the Chair states the motion
 - After the Chair has stated the motion
 - Before the motion is voted upon
- Board then votes on only the amended portion
 - If that passes, then you return to the original motion **AS AMENDED** to vote on in its entirety
- If the amended portion fails, then the board returns to vote on the motion as it was originally worded



PRESENTING A MOTION IN 8 EASY STEPS

1. Raise your hand (or rise) and address the Chair
2. Receive recognition from the Chair
3. Make the motion (I move that/to...)
4. Requires a second
 - A motion must be seconded to bring it up for discussion. Seconding a motion does not mean you agree with it. The Chair must hear a second or the motion is lost.

5. Chair restates the motion

- “It has been moved and seconded that...”

6. Discussion

- Membership to be recognized by Chair
 - “Chair recognizes Mr. What’s His Name”
- No member shall speak twice to a motion until all members who want to speak to the motion have been heard

7. Chair puts the motion to vote – “All in favor say Aye? All opposed say Nay”

- Voice, raise hand, stand, ballot

8. Chair announces result of vote





MORE BASICS...

- President or Chair of a board cannot make motions – can “entertain a motion”
 - That means he or she wants someone else to make a motion
 - “So moved,” someone else might say



AND MORE BASICS

- All participants and their rights are equal
- A quorum must be present to do business – state law has a minimum – its in your bylaws
- The majority rules – what ever you say the majority is in your bylaws
- Silence signified consent



WHAT THE PRESIDING OFFICER/ CHAIR/PRESIDENT DOES

- Be on time and start on time
- Be organized and prepared
- Take control of the floor
- Be impartial
- Be precise
- Be focused



EXPEDITING BUSINESS

- Use general consent
- Refer to a committee or entertain a motion to do so
- Assist in phrasing of a motion
- Restate the motion periodically
- Allow motions to be withdrawn
- Prevent bullying with parliamentary procedure



PRACTICE MAKING A MOTION

- Raise your hand, and the president may or may not call on you.
- When called on (stand up) and state the following “Mr./Madame President/Chair, I move to/that....”
- Then state what you want to happen. (or not to happen)



MORE MAKING A MOTION...

- State what you want to happen clearly and concisely (have a specific wording in mind first)
- After the motion, sit back down
 - If its longer than one sentence write it down



BUT WAIT, THERE'S MORE...

- Someone who “seconds” says that they feel the motion is of importance and worth discussion
 - If they don't, the motion dies “for lack of a second”
- After motion and second, there is discussion/debate
 - Debate can be stopped by running out of people with opinions, putting a limit on debate, or by the President moving on because of repetitive debate
- Then its time to vote. President will restate the motion and will state how the votes will be cast.
 - Unless stated, majority is usually 50% + 1 of the active members present – simple majority
 - Your bylaws will tell you...



POINT OF ORDER

- Person 5: “Point of order. I think we should continue with the meeting because the agenda says we don’t have lunch until noon, which is 45 minutes away.”



FINAL POINTS

- Most organizations have little clue about how to use Robert's Rules of Order
- In the hands of a good parliamentarian, Robert can be really helpful
- Remember: "Use this power for good and never for evil..."

QUESTIONS?



WHO'S HUNGRY? AN EXAMPLE

- You: “Ms/Mr. President I move that we get 100 burgers at The Powerhouse Restaurant.”
- Someone: “I second that”
 - If there isn’t a second, we don’t talk about it any more – no lunch
- President: “Its been moved and seconded that we get 100 burgers from The Powerhouse. Is there any debate?”



DEBATE

- Members bring up Positive and Negative points, pertinent information on the motion.
- Points not directly dealing with the motion or amendment can not be brought up.
 - Monitoring that is the President's job
- President also decides who gets to speak and in what order.
 - Can't speak again until everyone has a chance



STILL HUNGRY...

- Person 1: “The Powerhouse is awesome, let’s do this.”
- Person 2: “Isn’t 100 burgers a little much for only 11 people?”
- Person 3: “Yes, but they are so good.”
- Person 4: “But they are not very healthy.”
- Person 5: “Mr. President, I move that we amend the original motion to say let’s get 100 Tofu Burgers from the Health Food Restaurant.”



AMENDMENT

- Only done when an original motion has been made, and you want to change it
- Same as a motion except you say “Mr./Ms. President I move to AMEND the motion to say.... (state what you want to happen)”
- The Amendment must relate to the original motion
 - This can be used to clarify a motion, make it more specific, change specifics, or add to or detract from a motion.



AMENDMENTS...

- Debate is allowed with respect to the amendment as if it were a new motion, then a vote is taken to add the amendment to the original motion.
- After that, a vote is taken on the acceptance of the now new motion that includes (or doesn't include) the amendment.



HEALTHY DISSENT

- President: “An amendment to the main motion has been offered (Tofu, remember?). Is there discussion of the amendment?”
 - “Hearing none and no second, the original motion stands.”
- President: “Is there any more debate?”
- “Hearing none, all in favour of getting 100 burgers from The Powerhouse raise your hand. All those Opposed?”
- *votes tallied – drum roll please...*
- President: “By a vote of 12-1 we will be getting 100 burgers from the Powerhouse.”