



SURVIVAL TIPS on ROBERT'S RULES

Presented by Rich Maurer

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I am not an expert at anything! Experienced, perhaps, and always learning – let's learn together this day!!

Rich Maurer

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Today's Agenda

- Your Greatest Fear...
- Your Questions...
- Parliamentary Basics
- Common Mistakes
- Test Your Knowledge

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Who Needs It?

Parliamentary Procedure is designed to facilitate business, not complicate it.

Remember...

- It's logical & should make sense.
- It doesn't have the force of law.
- If you have questions, get help.

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How It All Began

- Originally the name for the rules governing the English Parliament
- Informally used in early American societies
- In 1876, Henry M. Robert compiled basic rules in a "pocket manual"

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Main Motions

A Main Motion brings business before the group

The proper way to make a motion is to say,

"I move..."

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Steps for Handling a Motion

- A member makes the motion
- Another seconds it
- The chair restates the motion
- The board debates it
- A vote is taken

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Possible Action on a Main Motion

- Amend (only 2 at a time)
- Refer to Committee
- Lay on the Table (temporary)
- Take from the Table
- Postpone
- Reconsider
- Rescind

**Don't
Be Afraid
to Ask
for Help**

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Special Motions

- Close Debate
- Point of Order or Information
- Divide the Question
- Suspend the Rules
- Appeal a Decision
- Recess or Adjourn

**It's
a Tool,
Not a
Weapon**

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To Move Along...

When it appears the group is in agreement, use unanimous consent to dispense with a formal vote:

If there is no objection, so ordered.

If you object...

- just say, "I object"
- the process goes back to normal

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Common Mistakes

- "So Moved"
 - Is an incorrect motion
 - The maker should state the motion to avoid confusion
- Call for the Question
 - Does not automatically end debate
 - Requires a 2/3 vote or unanimous consent

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Common Mistakes

- Friendly Amendment
 - There is no such thing *(All are equally friendly)*
 - Use "If there is no objection..."
- Withdrawing a Motion
 - Once consideration has begun, the motion belongs to the group, not the maker
 - Maker may ask permission to withdraw

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Common Mistakes

- **Table or Postpone?**
 - Table is for temporary delay (same meeting)
 - If the tabled item is not brought back before the close of the following meeting, technically it dies.
 - Postpone is for delaying to a future meeting
- **Reconsider or Rescind?**
 - Reconsider within 24 hours
 - Rescind anytime if no action has taken place

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Common Courtesy

- Help each other
- Speak passionately; listen well
- Gather information – READ YOUR ...
- Seek common ground
- Work as a group

Maintain the Focus

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Test Your Knowledge

What Would You Do?

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Small Boards

Boards of less than 12 members may operate with less formality regarding some of Roberts Rules.

- The chair may join the discussion
- The chair votes
- Members may speak more than twice
- Informal discussion permitted prior to motion

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My Questions

Does your board have Bylaws

- Do bylaws address:
- Meetings
- The agenda
- When board packets are to be available
- Rules of Order to be followed

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TO DO THIS:	YOU SAY THIS:	MAY YOU INTERRUPT THE SPEAKER?	DO YOU NEED A SECOND?	IS IT DEBATABLE?	CAN IT BE AMENDED?	WHAT VOTE IS NEEDED?	CAN IT BE RECONSIDERED?
PRIVILEGED MOTIONS:	Outrank Subsidiary Motions						
5 Fix the time to which to adjourn	I move that when we adjourn, we ...	No	Yes	No	Yes	Majority	Yes
4 Adjourn the meeting	I move to adjourn or I move to adjourn until	No	Yes	No	No	Majority	No
3 Recess	I move that we recess until ...	No	Yes	No	Yes	Majority	No
2 Raise Question of Privilege	I rise to question of privilege ...	Yes	No	No	No	Chair Decides	No
1 Call for Orders of the day	I call for Orders of the Day	Yes	No	No	No	Chair Decides	No
SUBSIDIARY MOTIONS	Impact Main Motion						
7 Lay on the Table	Because..., I move to lay the pending motion	No	Yes	No	No	Majority	No
6 Previous Question	I move the previous question	No	Yes	No	No	2/3rd	Yes
5 Limit or Extend Debate	I move that members or that discussion....	No	Yes	No	Yes	2/3rd	Yes
4 Postpone Definitely	I move to postpone the pending motion to...	No	Yes	Yes	Yes	Majority	Yes
3 Commit or Refer	I move to refer the motion...	No	Yes	Yes	Yes	Majority	Yes
2 Amend	I move to amend the motion by....	No	Yes	Yes	Yes	Majority	Yes
1 Postpone indefinitely	I move to postpone the pending motion indefinitely	No	Yes	Yes	Yes	Majority	Yes
INCIDENTAL MOTIONS							
Enforce the Rules	Point of Order	Yes	No	No	No	Chair Decides	No
Overrule a decision of the chair	I appeal the decision of the chair	Yes	Yes	Yes	No	Majority	Yes
Do something contrary to the rules	I move to suspend the rules for...	No	Yes	No	No	2/3rd	No
Avoid consideration of motion	I object to consideration of the question	Yes	No	No	No	2/3rd	Yes
Divide a motion	I move to divide the question ...	No	Yes	No	Yes	Majority	No
Discuss a motion by parts	I move to consider by paragraph	No	Yes	No	Yes	Majority	No
Question results of voice vote	Division or "I call for a division"	Yes	No	No	No	None	No
Vote other than voice	I move that the vote be by ballot	No	Yes	No	Yes	Majority	Yes
Nominations	I move appointment of committee ...	No	Yes	No	Yes	Majority	Yes
Excuse from duty	You may request unanimous consent	No	Yes	Yes	Yes	Majority	No
Question regarding procedure	Address Chair, Parliamentary Inquiry Please	Yes	No	No	No	None	No
Point of Information	I rise to a point of information	Yes	No	No	NO	None	No
REVISIT MOTIONS							
Revote something from this meeting	I move to reconsider	Yes	Yes	Yes	No	Majority	No
Repeal a motion that has been adopted	I move to rescind	No	Yes	Yes	Yes	Majority/2/3rd	Yes
Amend a motion that has been adopted	I move to amend	No	Yes	Yes	Yes	Majority/2/3rd	Yes
Take from committee	I move the Be discharged	No	Yes	Yes	Yes	Majority/2/3rd	Yes
Resume consideration of tabled motion	I move to take from the table	No	Yes	No	No	Majority	No
Main Motion/Question							
Takes no precedence!!!	I move that ... I move to...	No	Yes	Yes	Yes	Majority/2/3rd	Yes
	I move adoption of the following resolution:	No	Yes	Yes	Yes	Majority/2/3rd	Yes
	I move to ratify...	No	Yes	Yes	Yes	Majority/2/3rd	Yes

Example

ARTICLE 9 BYLAWS OF THE BOARD (Series 9000)

CODE

0. Role of Board and Members (includes powers, purposes, duties)	9000	
A. Public Statements	9010	BB
1. Disclosure of Confidential Information	9011	BB
2. Communications to and from the Board	9012	BB
B. Board Standards	9020	BB
		BB E
1. Organization		
A. Board Membership	9110	BB
B. Officers and Auxiliary Personnel	9120	BB
1. President	9121	BB
2. Vice President	9122	BB
3. Clerk	9123	BB
4. Treasurer	9124	BB
5. Attorney	9125	BB
C. Board Subcommittees	9130	BB
D. Board Representatives	9140	BB
2. Board Members	9200	BB
A. Qualifications	9210	BB
B. School Board Elections	9220	BB
1. Resignation	9222	BB
2. Filling Vacancies	9223	BB
3. Oath or Affirmation	9224	BB E
C. Orientation	9230	BB
D. Board Development	9240	BB
E. Remuneration, Reimbursement, Other Benefits	9250	BB
F. Legal Protection	9260	BB
G. Conflict of Interest	9270	BB
1. Code of Ethics	9271	BB

STANDARD

3. Governance

	9300	BB
A. Policy Manual	9310	BB
1. Board Policies	9311	BB AR
2. Board Bylaws	9312	BB
3. Administrative Regulations	9313	BB
4. Suspension of Policies, Bylaws, Administrative Regulations	9314	BB
B. Meetings (includes posting requirements)	9320	BB
1. Executive Sessions	9321	BB
2. Agenda/Meeting Materials (includes construction, posting, advance delivery)	9322	BB
3. Meeting Conduct	9323	BB
4. Board Minutes	9324	BB
C. Membership in Associations	9330	BB