

Understanding Roberts Rules of Order

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Districts 1 and 2 Area 82

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Key Roles in a Meeting



CHAIRPERSON: GUIDES THE MEETING, ENSURES ORDER.



SECRETARY: TAKES MINUTES AND RECORDS DECISIONS.



MEMBERS: PARTICIPATE, DISCUSS, AND VOTE.

Two Types of Meetings

One is collaborative, and everyone feels heard.

One is combative, no one is listening, and people are being personally criticized.

There are power plays and egos at play too.



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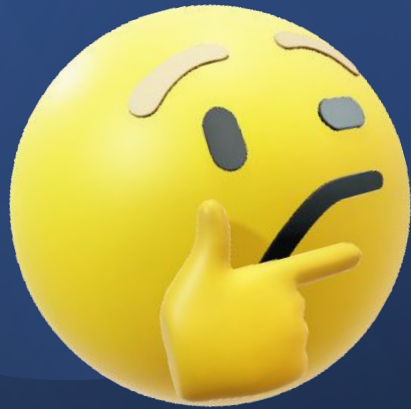
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Robert's Rules of OrderWhy?



Why use this bizarre, (seemingly) old timey way to conduct a meeting?

There are so many rules to remember!

It's challenging for pretty much everyone, you aren't alone!

but....it works...

It works for meetings where fairness, clear communication and group conscience is the final decision and where every voice is heard.

Ensures organization....**as long as the chair stays organized.**

Otherwise, the strongest or loudest voice can rule.

Roberts Rules of Order – Simplified



You don't need to be perfect, just try to be consistent.

PRO TIPS!

- ✓ **Everyone** has the right to participate in discussion if they wish, before anyone may speak a second time.
- ✓ Only one thing (motion) can be discussed at a time.
- ✓ Motions made should be as specific as possible.
- ✓ If there are votes in a minority, say 8-3 against the motion, these votes would now have the “minority voice”, meaning they get another opportunity to state why they are against the motion.
- ✓ Once the minority voice has spoken, the chair asks if anyone wishes to change their vote and if yes, the voting process starts again. If not. The voting numbers stand.

More on Motions – Next Slide!

Motion Process - How to Make a Motion

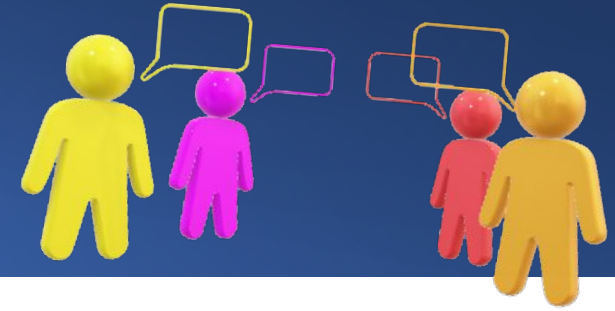


1. **Member Makes a Motion:** "I move that..."
2. **Another Member Seconds the Motion** (if applicable): Ensures the motion is worth discussing.
3. **Chairperson Restates the Motion:** Ensures clarity before debate.
4. **Discuss the Motion:** Members can speak for or against it.

Discussion guidelines:

- **Obtain the Floor:** Wait to be recognized by the chair before speaking. Just ask if you can speak or raise your hand.
 - **Stay on Topic:** Focus on the current motion only.
 - **Time Limits:** Establish time limits if necessary. I've often seen 2 minutes.
 - **Respect for Others:** No interrupting or personal attacks.
5. **Vote on the Motion:** Chairperson calls for a vote.

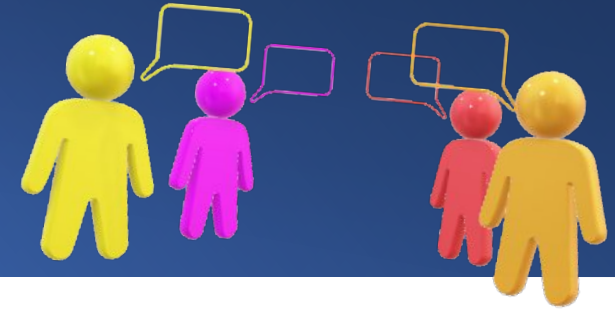
Types of Motions (cheat sheet)



In Order To...	You Say...	May The Person Be Interrupted?	Must Be There A Seconder	Is The Motion Debatable?	Is This Motion Amendable?	What Vote Is Required?
➔ Adourn the meeting	"I move to adourn the meeting"	NO	YES	NO	NO	Majority
Recess the meeting	"I move that we recess until..."	NO	YES	NO	YES	Majority
➔ Complain about noise etc	Point of privilege	YES	NO	NO	NO	None (Chair Decides)
➔ Suspend consideration of something	"I move we table it"	NO	YES	NO	NO	Majority
➔ End debate	Call the question.	NO	YES	YES	YES	Two-thirds
Postpone consideration of something	"I move we postpone this matter until..."	NO	YES	YES	YES	Two-thirds

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➔ Have something studied further	"I move we refer this matter to a committee"	NO	YES	YES	YES	Majority
➔ Amend a motion	"I move that this motion be amended by..."	NO	YES	YES	YES	Majority
➔ Introduce business (a primary motion)	"I move that..."	NO	YES	YES	YES	Majority
➔ Object to procedure or personal affront	"Point of order."	YES	NO	NO	NO	None (Chair Decides)
➔ Request information	"Point of information."	YES (If urgent)	NO	NO	NO	NO
➔ Object to considering some improper matter	"I object to consideration of this question"	YES	NO	NO	NO	Two-thirds

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VOTING PROCEDURES

Pro Tip: Establish these at the start of the meeting.



Voice Vote: Members say "Aye/Yes" or "No."



Show of Hands: Members raise hands to indicate vote.

Electronically, use a check mark or X



Roll Call Vote if required: Each member states their vote individually.



Ballot Vote: Anonymous vote for privacy.

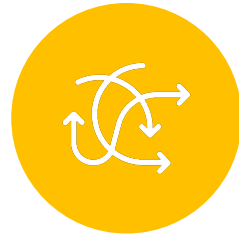
Common Pitfalls



ALLOWING
UNRECOGNIZED
SPEAKERS.



LOSING CONTROL
OF THE
DISCUSSION.



NOT FOLLOWING
THE AGENDA.



NOT ALLOWING
FOR MINORITY
VOICE OR
ENSURING
EVERYONE HAS
BEEN HEARD.



LETTING THE
MEETING RUN
TOO LONG
WITHOUT
STRUCTURE.

Mock Motion

- Make a motion
 - find a new Central Service physical location
- Restate the motion
- Second the motion
- Have a discussion
- Call the Question (Call to Vote)
 - Chair Discretion
- Vote (not unanimous)
- Minority voice only
- Change the vote? (yes)
- Re-vote
- Carried or Defeated
- Return to meeting agenda



THANK YOU!

Feedback?

Questions?