



USING ROBERT'S RULES OF ORDER

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Using Robert's Rules of Order



What is Robert's Rules of Order?

ROBERT'S RULES OF ORDER IS A MANUAL OF PARLIAMENTARY PROCEDURE THAT GOVERNS MOST ORGANIZATIONS WITH BOARDS OF DIRECTORS. IN 1876, HENRY MARTYN ROBERT ADAPTED THE RULES AND PRACTICES OF CONGRESS TO THE NEEDS OF NON-LEGISLATIVE BODIES AND WROTE THEM IN HIS BOOK, WHICH IS STILL IN USE TODAY]

THE ROBERT'S RULES ASSOCIATION PUBLISHED BRIEF VERSIONS OF THE BOOK IN 2005 AND 2011.

What is an Agenda Outline?

*ROBERT'S RULES OF ORDER OFFERS A SCRIPTED
AGENDA THAT MANY PRESIDING OFFICERS
UTILIZE.*

AGENDA FORMAT

- 1. Call to order*
 - 2. Approval of minutes*
 - 3. Officer's reports*
 - 4. Standing Committee Reports*
 - 5. Reports of Special Committees*
 - 6. Old Business*
 - 7. New Business*
 - 8. Announcements*
 - 9. Adjournment*
-

AGENDA OUTLINE

- IT IS A GOOD IDEA TO HAVE A STANDARD AGENDA FORMAT AND TEMPLATE
- SUGGESTION: ADD YOUR BOARD NAMES TO THE TOP OF THE FORM FOR EASE OF ROLL CALL AND ATTENDANCE TRACKING
- A GOOD TEMPLATE MAKES TAKING MEETING MINUTES EASIER

AUDIENCE QUESTION

- DO YOU HAVE A STANDARD TEMPLATE?
- DO YOU PUBLISH YOUR AGENDA PRIOR TO THE MEETING?
- DO YOUR BYLAWS REQUIRE YOU TO PUBLISH PRIOR TO THE MEETING?

Making and Handling Motions

*MOTION'S ARE USED TO GET AN IDEA DISCUSSED
AND A DECISION MADE*

THERE ARE EIGHT PARTS TO A MOTION


MAKING A MOTION

- 1. MEMBER MAKES A MOTION*
 - 2. ANOTHER MEMBER SECONDS THE MOTION*
 - 3. CHAIR STATES THE MOTION*
 - 4. DISCUSSION AND DEBATE*
 - 5. CHAIR PUTS THE MOTION TO A VOTE*
 - 6. CHAIR ANNOUNCES VOTE RESULTS*
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STEPS TO THE PROCESS OF A MOTION

- IT IS GOOD PRACTICE TO RESTATE THE MOTION EXACTLY SO THAT IT IS CLEARLY UNDERSTOOD
- DURING DISCUSSION, AN AMENDMENT MAY BE OFFERED BY OTHER MEMBERS

AUDIENCE QUESTION

- DO YOU FIND THAT THE DISCUSSION AND DEBATE OCCUR BEFORE THE MOTION IS SECONDED?
 - DOES YOUR ORGANIZATION RECOGNIZE MEMBERS TO SPEAK? SHOULD IT?
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REQUESTING POINTS

SOMETIMES ITEMS REQUIRE ATTENTION BUT A MOTION IS NOT THE CORRECT FORMAT. THESE SITUATIONS ARE HANDLED BY REQUESTING A POINT.

- POINT OF ORDER – BREACH OF RULES, IMPROPER PROCEDURE OR BREACH OF ESTABLISHED PRACTICE*
- POINT OF INFORMATION – MEMBER MAY NEED TO PROVIDE INFORMATION*
- POINT OF INQUIRY – TO REQUEST CLARIFICATION*
- POINT OF PERSONAL PRIVILEGE – ADDRESS PHYSICAL NEEDS OR MEMBER CONDUCT*

POINTS

- 1. NEED TO BE ACKNOWLEDGED*
 - 2. SOME MAY REQUIRE A SECOND*
 - 3. SOME MAY ALLOW FOR DEBATE*
 - 4. SOME MAY BE AMENDED*
 - 5. SOME REQUIRE A VOTE*
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ADDRESSING POINTS DURING A MEETING

- BOARD MEMBERS SHOULD UNDERSTAND THE DIFFERENT TYPES OF POINTS AND HOW TO HANDLE THEM
- THE FOLLOWING TABLE ADDRESS COMMON ITEMS
<https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>

AUDIENCE QUESTION

- DO YOU HAVE EXAMPLE SITUATIONS WHERE YOU BELIEVE A POINT WAS NOT HANDLED CORRECTLY?
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Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority

Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ___ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority

Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Personal preference- noise, room temperature, distractions	"Point of privilege"	Yes	No	No	No	No vote

TIPS TO AN EFFECTIVE MEETING

- FOLLOW YOUR AGENDA
 - CONTROL THE FLOW AND RECOGNIZE MEMBERS
 - GENTLY GUIDE GROUP BACK TO AGENDA WHEN DISCUSSIONS GET OFF-TRACK
 - DO NOT ALLOW SIDE-BAR DISCUSSIONS
 - TREAT SPEAKERS WITH COURTESY AND RESPECT
 - ENSURE BOARD MEMBERS ARE FAMILIAR WITH BYLAWS AND ROBERT'S RULES OF ORDER
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ROBERTS RULES OF ORDER, 11TH EDITION

HTTP://WWW.RULESONLINE.COM/

*HTTPS://WWW.BOARDEFFECT.COM/BLOG/ROBERTS-
RULES-OF-ORDER-CHEAT-SHEET/*
