

# *Introduction to Robert's Rules of Order*

## **Table of Contents**

What Is Parliamentary Procedure? .....	1
Why is Parliamentary Procedure Important? .....	1
Example of the Order of Business .....	1
Motions .....	1
Types of Motions.....	2
How are Motions Presented?.....	2
Voting on a Motion: .....	3
Parliamentary Procedure = productive meetings.....	3
For Fair and Orderly Meetings & Conventions .....	4
Guidelines .....	4
The Rules.....	5
Parliamentary Motions Guide, based on Robert's Rules of Order Newly Revised (10th Edition) .....	6

## **What Is Parliamentary Procedure?**

It is a set of rules for conduct at meetings, that allows everyone to be heard and to make decisions without confusion.

## **Why is Parliamentary Procedure Important?**

Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups. So it's important that everyone know these basic rules!

## **Example of the Order of Business**

Organizations using parliamentary procedure usually follow a fixed order of business. Below is a typical example:

1. Call to order.
2. Roll call of members present.
3. Reading of minutes of last meeting.
4. Officers reports.
5. Committee reports.
6. Special orders --- Important business previously designated for consideration at this meeting.
7. Unfinished business.
8. New business.
9. Announcements.
10. Adjournment.

## **Motions**

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Call to order.
2. Second motions.
3. Debate motions.
4. Vote on motions.

## Types of Motions

There are four Basic Types of Motions:

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions.
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and is voted on before a main motion.
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business.
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion.

## How are Motions Presented?

1. Obtaining the floor
  - a. Wait until the last speaker has finished.
  - b. Rise and address the Chairman by saying, "Mr. Chairman, or Mr. President."
  - c. Wait until the Chairman recognizes you.
2. Make Your Motion
  - a. Speak in a clear and concise manner.
  - b. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
  - c. Avoid personalities and stay on your subject.
3. Wait for Someone to Second Your Motion
4. Another member will second your motion or the Chairman will call for a second.
5. If there is no second to your motion it is lost.
6. The Chairman States Your Motion
  - a. The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "assembly property", and cannot be changed by you without the consent of the members.
7. Expanding on Your Motion
  - a. The time for you to speak in favor of your motion is at this point in time, rather than at the time you present it.
  - b. The mover is always allowed to speak first.
  - c. All comments and debate must be directed to the chairman.
  - d. Keep to the time limit for speaking that has been established.
  - e. The mover may speak again only after other speakers are finished, unless called upon by the Chairman.
8. Putting the Question to the Membership
  - a. The Chairman asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.
  - c. On a motion to move the previous question may be adapted.

## Voting on a Motion:

The method of vote on any motion depends on the situation and the by-laws or policy of your organization. There are five methods used to vote by most organizations, they are:

1. **By Voice** -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. **By Roll Call** -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. **By General Consent** -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. **By Division** -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.
5. **By Ballot** -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

**There are two other motions that are commonly used that relate to voting.**

1. **Motion to Table** -- This motion is often used in the attempt to "kill" a motion. The option is always present, however, to "take from the table", for reconsideration by the membership.
2. **Motion to Postpone Indefinitely** -- This is often used as a means of parliamentary strategy and allows opponents of motion to test their strength without an actual vote being taken. Also, debate is once again open on the main motion.

## Parliamentary Procedure, productive meetings

Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.

1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate.
5. Most importantly, *BE COURTEOUS*.

# ***Robert's Rules of Order -Summary Version***

## **For Fair and Orderly Meetings & Conventions**

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies requires all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

## **Guidelines**

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

## The Rules

1.	<b>Point of Privilege</b>	Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
2.	<b>Parliamentary Inquiry</b>	Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
3.	<b>Point of Information</b>	Generally, applies to information desired from the speaker: "I should like to ask the (speaker) a question."
4.	<b>Orders of the Day (Agenda)</b>	A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
5.	<b>Point of Order</b>	Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
6.	<b>Main Motion</b>	Brings new business (the next item on the agenda) before the assembly
7.	<b>Divide the Question</b>	Divides a motion into two or more separate motions (must be able to stand on their own)
8.	<b>Consider by Paragraph</b>	Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
9.	<b>Amend</b>	Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
10.	<b>Withdraw/Modify Motion</b>	Applies only after question is stated; mover can accept an amendment without obtaining the floor
11.	<b>Commit /Refer/Recommit to Committee</b>	State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
12.	<b>Extend Debate</b>	Applies only to the immediately pending question; extends until a certain time or for a certain period of time
13.	<b>Limit Debate</b>	Closing debate at a certain time, or limiting to a certain period of time
14.	<b>Postpone to a Certain Time</b>	State the time the motion or agenda item will be resumed
15.	<b>Object to Consideration</b>	Objection must be stated before discussion or another motion is stated
16.	<b>Lay on the Table</b>	Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
17.	<b>Take from the Table</b>	Resumes consideration of item previously "laid on the table" - state the motion to take from the table
18.	<b>Reconsider</b>	Can be made only by one on the prevailing side who has changed position or view
19.	<b>Postpone Indefinitely</b>	Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
20.	<b>Previous Question</b>	Closes debate if successful - may be moved to "Close Debate" if preferred
21.	<b>Informal Consideration</b>	Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
22.	<b>Appeal Decision of the Chair</b>	Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
23.	<b>Suspend the Rules</b>	Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

# *Parliamentary Motions Guide*

**PART 1: Main Motions.** These motions below are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. § indicates the section from Robert's Rules.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20 Take break	I move to recess for	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18 Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17 Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16 Close debate	I move the previous question	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

**PART 2: Incidental Motions - no order of precedence. Arise incidentally and decided immediately.**

§23 Enforce rules	Point of order	Yes	No	No	No	None
§24 Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25 Suspend rules	I move to suspend the rules which ...	No	Yes	No	No	2/3
§26 Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27 Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29 Demand rising vote	I call for a division	Yes	No	No	No	None
§33 Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33 Request for information	Point of information	Yes	No	No	No	None

**PART 3: Motions That Bring a Question Again Before the Assembly - no order of precedence. Introduce only when nothing else pending.**

§34 Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
§35 Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 majority w/ notice
§37 Reconsider motion	I move to reconsider the vote ...	No	Yes	Varies	No	Majority