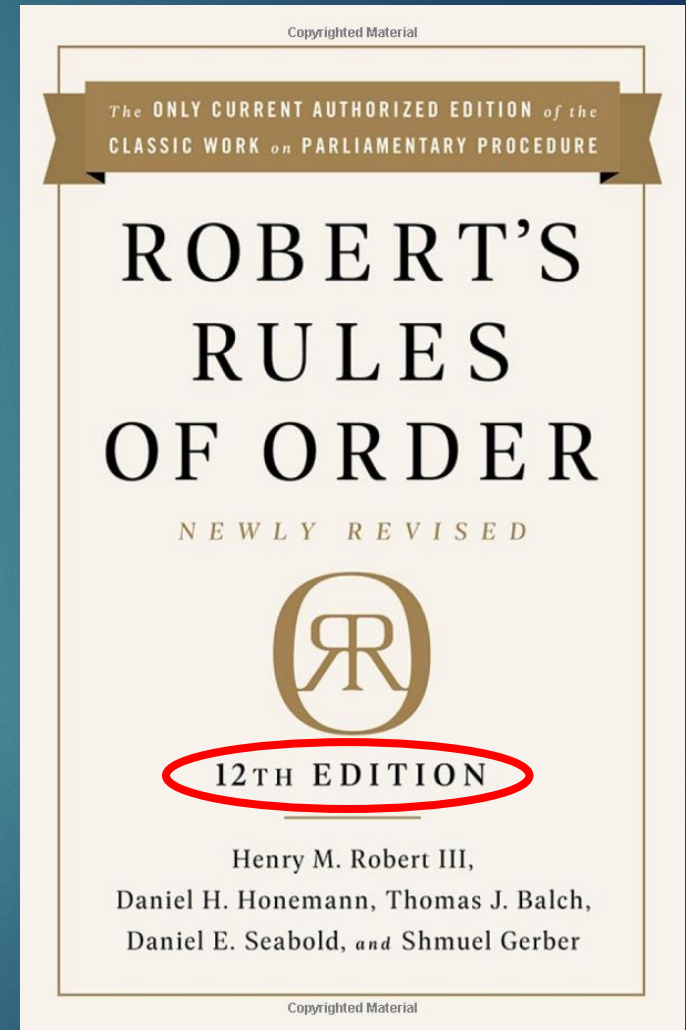


Roberts Rules Simplified

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Purpose of “RRONR”

(Roberts Rules of Order Newly Revised)

- ▶ The rules protect:
 - ▶ (a) the rights of the majority to decide
 - ▶ (b) the rights of the minority to be heard
 - ▶ (c) the rights of individual members
 - ▶ (d) the rights of absentees

The Ten Basic Rules

1. The Rights of the Organization Supersede the Rights of the Individual Members
2. All members are equal and their rights are equal
3. A quorum must be present to do business

The Ten Basic Rules

4. The majority rules

- ▶ All questions at any legally convened meeting shall be decided by simple majority of the votes cast, unless stipulated otherwise.

5. Silence means consent

- ▶ Those members that do NOT vote AGREE to go along with the decision of the majority by their silence.

6. Two-thirds vote rule

- ▶ A 2/3rds vote is necessary whenever limiting or taking away the rights of members or changing a previous decision.

The Ten Basic Rules

7. One question at a time and one speaker at a time.
 - ▶ “Motions must be related to matters under consideration”

8. Once a member has been ‘recognized’ this individual has been granted ‘the floor’ and may not be interrupted by another member
 - ▶ Motions must receive full debate

9. The meeting chair may not put a motion to vote as long as members wish to debate it
 - ▶ The debate can only be cut short by a 2/3rds vote

The Ten Basic Rules

10. Once a decision made, an identical motion must not be brought forward at the same meeting
 - ▶ Such a motion shall be ruled out of order by the meeting chair

BONUS!

10. Personal remarks in a debate are ALWAYS out of order
 - ▶ Debate Motions not Motives
 - ▶ Debate must be directed to Principles and not Personalities

Running a Meeting Effectively

CHAIR CHARACTERISTICS

In control of the floor

Impartial

Composed

Precise: restates motions before votes

Focused: stays on track with discussions

Temperate: uses the gavel sparingly

ON TIME AND STAYS ON TIME

ORGANIZED AND PREPARED

PREPARED: KNOWS THE RULES AND BYLAWS

A PARLIAMENTARIAN: KEEPS THE GROUP WORKING TOGETHER

Motions

- ▶ A motion is a formal proposal for consideration and action.
 - ▶ Only one motion can be made at a time,
 - ▶ No main motion can be made while the body is already considering a prior motion.
- ▶ Motion procedure:
 - ▶ Motion is made (“I move that...”)
 - ▶ Motion is seconded
 - ▶ Motion is debated/discussed
 - ▶ Motion is voted on

8 Steps in Processing a Motion

1. When nothing else is pending, a member will address the Chair or raise their hand.
 - ▶ Say “Chair ____.”
2. Chair recognizes the member by stating their name or otherwise acknowledging them.
 - ▶ Chair says: “Member ____.”

8 Steps in Processing a Motion

3. Member will state their motion.

- ▶ Say “I move that ____.”

4. Another member seconds the motion.

- ▶ Other member raises their hand and says “Second.”

- ▶ Sometimes seconds are not needed → I suggest it.

8 Steps in Processing a Motion

5. Chair will re-state the motion and open discussion.
 - ▶ Chair says: “It is moved that ____.”
 - ▶ “Is there any discussion?”

6. Members now have the right to be recognized and debate the motion. During discussion, subsidiary motions (amend, refer, etc..) may be introduced.
 - ▶ Debate occurs in order: Pro, Con, Pro, Con,... until debate is called for end or time is depleted.

8 Steps in Processing a Motion

7. The Chair will now re-state the motion and put the question to a vote.
 - ▶ “The question on the table is on the adoption of ____.”
 - ▶ “All in favor say ‘Aye’, all opposed say ‘Nay’.”

8. The Chair will announce the results and transition to the next order of business.
 - ▶ “The motion is carried [lost]; We will [Will not]...”
 - ▶ “The next order of business is...”

Types of Motions

1. Main Motion
 - ▶ Brings new business before the body.
2. Subsidiary Motion
 - ▶ Changes how a motion is handled.
3. Privileged Motion
 - ▶ Concerns matters of high importance that are unrelated to the pending business.
4. Incidental Motion
 - ▶ Provides a means of questioning procedure.

Frequently Used Motions.

1. Amend

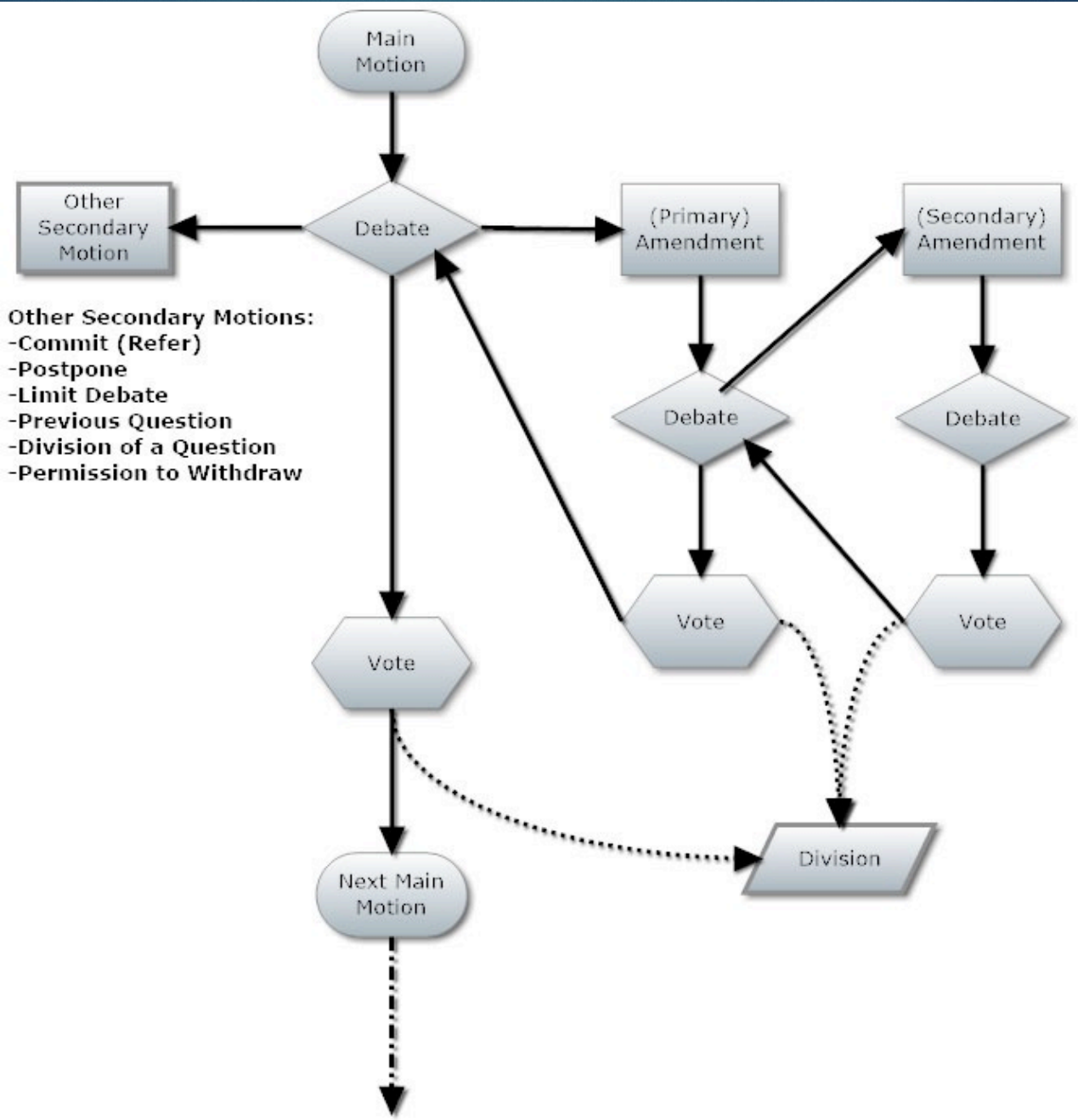
- ▶ Used to insert or strike out words.
- ▶ Clarifies or improves the original motion.
- ▶ Must be germane to the original motion.

2. Call for the Orders of the Day

- ▶ Demands a return to the order of business.

3. Commit or Refer

- ▶ Refers a question to committee.



- Other Secondary Motions:**
- Commit (Refer)
 - Postpone
 - Limit Debate
 - Previous Question
 - Division of a Question
 - Permission to Withdraw

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	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

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

I. CHART FOR DETERMINING WHEN EACH SUBSIDIARY OR PRIVILEGED MOTION IS IN ORDER (cont.)

<i>Order of Precedence of Motions</i>		<i>Other Conditions Affecting Admissibility</i>
P R I V I L E G E D	Fix the Time to Which to Adjourn (when privileged as explained in 22:4)	
	Adjourn (when privileged as explained in 21:1-4)	
	Recess (when moved while a question is pending)	
	Raise a Question of Privilege	
	Call for the Orders of the Day	
S U B S I D I A R Y	Lay on the Table	
	Previous Question (immediately to close debate and making of subsidiary motions except <i>Lay on the Table</i>)	
	Limit or Extend Limits of Debate	
	Postpone to a Certain Time (or Postpone Definitely)	
	Commit (or Refer)	
	Amend	
	Postpone Indefinitely	
	MAIN MOTION	
	U N D E B A T A B L E	<ul style="list-style-type: none"> • a motion to <i>Suspend the Rules</i> relating to priority of business is pending • a <i>Point of Order</i>, undebatable <i>Appeal</i>, or one of the five <i>Requests and Inquiries</i>—not adhering to main question—is pending • a motion which cannot be debated or amended is immediately pending
	D E B A T A B L E	<ul style="list-style-type: none"> • any undebatable question is immediately pending; also when motion(s) under an order for the <i>Previous Question</i> remain to be voted on • any undebatable question except <i>Division of a Question</i> or <i>Consider by Paragraph or Seriatim</i> is immediately pending; also when motion(s) under an order for the <i>Previous Question</i> remain to be voted on • a motion to <i>Reconsider</i> is pending, or any undebatable question except <i>Division of a Question</i> or <i>Consider by Paragraph or Seriatim</i> is immediately pending; also when motion(s) under an order for the <i>Previous Question</i> remain to be voted on • the application would be to the main question, and any motion except <i>Postpone Indefinitely</i> is pending; also, in any application, when motion(s) under an order for the <i>Previous Question</i> remain to be voted on • any motion except the main question is pending; also when the <i>Previous Question</i> has been ordered • any motion is pending

MOTION DIRECTLY TO LEFT ON FACING PAGE IS OUT OF ORDER WHEN:

Power Moves I

- ▶ 1. Load microphones
 - ▶ Space out in line.
- ▶ 2. Have designated speakers
 - ▶ For substance of motion
 - ▶ For task (calling questions, point of order etc).
- ▶ 3. Have people ready to call question when WINNING. If the overwhelming mood of house and debate is to act on motion in desired way – CALL THE QUESTION!!!
- ▶ 4. Points – Get clarity and set precedent: Mr. Chair, isn't it true that no motion to adjourn is in order if it would dissolve the assembly?

Power Moves II

▶ **WHEN DEBATING YOUR MOTIONS**

1. Listen to the other side

2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

▶ **Winning Strategy**

- ▶ **Split up speaking time (e.g. especially if debate time limited).**
- ▶ Don't meander.
- ▶ Get straight to the Point. TIME IS PRECIOUS!!!!
- ▶ Facts important.
- ▶ Emotional appeal credible – but must be impactful and not over the top. (e.g., the time has come to stop hoping to end this problem and the time to stand up is NOW).
- ▶ Be prepared.

Common Mistakes

- ▶ Making a “Motion” when really trying to support or debate.
 - ▶ E.g motion on floor and some states “I move that we shouldn’t do this and do something else”.
 - ▶ The Chair might say: “ There is a motion to amend”.
 - ▶ You should say: “No, Chair, I was merely speaking against the motion”

- ▶ TO AVOID THIS.
 - ▶ Rise and state “I rise to SUPPORT” or “I rise to Oppose”
 - ▶ State Why.
 - ▶ Or State. I would like to support, but want to see a change....so “I move to amend to (Add, delete, substitute)

Frequently Used Motions.

4. Lay on the Table

- ▶ Temporarily suspends further action on a question.

5. Limit/Extend Debate

- ▶ Modifies rules of debate to allow for more/less time.

6. Postpone Indefinitely

- ▶ Rejects a main motion without bringing it to a vote.
- ▶ Allows bodies to reject motions without taking an official position.

Frequently Used Motions

7. Reconsider

- ▶ Can re-open debate on a closed question.
- ▶ Motion can only be made in the same meeting by a member of the prevailing side who has changed their mind.
- ▶ Can also be used to reconsider a question if it is discovered an illegal action has been taken.

8. Suspension

- ▶ Allows the lawful violation of certain rules.
- ▶ Must be clearly specified.

Asking Questions

1. Parliamentary Inquiry

- ▶ A question to the chair, to clarify some aspect of parliamentary rules or procedure.

2. Point of Information

- ▶ A question pertaining to the matter at hand.
- ▶ Directed to the chair, or to another member through the chair.

Ending Debate

- ▶ Requires 2/3 vote. Not debatable.
- ▶ “Call the Question”
- ▶ “Move the previous Question”.
- ▶ Call the question on THIS and ALL PENDING MATTERS (e.g. 3 amendments in play, as well as lay on the table motions...all would be voted on successively)
- ▶ **ERROR: Never DEBATE before calling Question! (Out of order).**

Objecting or calling for order

- ▶ Point of Order
 - ▶ Are we not required to have a second?
- ▶ **Appeal ruling of chair**
 - ▶ Requires only a majority vote to pass.
 - ▶ Requires Second
 - ▶ Debatable
- ▶ E.G. – (the chair rules that the question was called when a person debated prior to calling the question).

Appeal ruling of the chair

(Could also do a point of order and the chair may concede without this)

- ▶ “I appeal the ruling of the chair that a vote should now occur.”
- ▶ “Second”
- ▶ Maker of motion: Mr. Chair, I respectfully point out that the maker of the motion to call the question spent 2 minutes advocating for motion of the motion before calling the question.
- ▶ Opponent to the motion: “We should always support the chair”.
- ▶ Vote: Chair states: “The motion is to sustain or not-sustain the ruling of the chair that debate was properly ended”. Those seeking to SUSTAIN the ruling of the chair should say “aye”, those seeking to overturn the ruling should say “nay”.
- ▶ Vote: 50%+1 vote “Nay” thus the ruling of the chair is overturned and debate resumes on prior motion.

Types of Votes

- ▶ Vocal Vote
 - ▶ Ayes or Nays. If the majority is unclear, a hand vote is necessary.
- ▶ Hand Vote (**“DIVISION”**)
 - ▶ The extension of the hand to indicate approval/disapproval.
- ▶ Roll Call Vote
 - ▶ The Secretary proceeds through the roll call list and records each member’s vote individually.
- ▶ Unanimous Consent
 - ▶ An automatic approval of a question, pending no objections.
 - ▶ If even one member objects, the chair must state the question and proceed through normal voting processes.

Voting

- ▶ There are 3 voting responses:
 - ▶ In Favor: You approve of adoption of the question
 - ▶ Not in Favor: You disapprove of the adoption of the question.
 - ▶ Abstention: You withdraw from the vote.
 - ▶ Abstention is only in order if there is a distinct conflict of interest, or if the member is not well enough informed (through prior absence or some other extenuating circumstance) to make an educated decision.

Adjourn: Abuse of Adjournment

- ▶ “Privileged” in certain circumstance: thus no debate, no amendment. ADJOURN VERY QUICKLY.

(Lay on the table.....?)

- ▶ But NOT privileged in certain circumstances (see RRONR paragraph 21:3
 - ▶ If qualified in any way (e.g. to adjourn to a specific time”
 - ▶ When a time to adjourn has already been established (e.g. by rule or bylaw).
 - ▶ When the effect would be to close the meeting and there is no time set for next meeting. (e.g. at a convention, or the last meeting of an major assembly).
- ▶ **OBJECT AS A “Point of Order” THEN, if needed, APPEAL RULING OF CHAIR. BETTER: Get time of adjournment DEFINED before meeting of a convention.**

Attributions

- ▶ This presentation assembled based on publicly available material and not offered for profit and presenters personal knowledge and experience.
- ▶ Including:
 - ▶ https://committees.kccd.edu/sites/committees.kccd.edu/files/Roberts%20Rules%20for%20Departments_0.pptx
 - ▶ Excerpts from RRONR 12th Edition
 - ▶ https://efaidnbmnnnibpcajpcglclefindmkaj/viewer.html?pdfurl=https%3A%2F%2Fd3n8a8pro7vhmx.cloudfront.net%2F46dems%2Fpages%2F68%2Fattachments%2Foriginal%2F1587496594%2FROBERTS_RULES_CHEAT_SHEET-2.pdf%3F1587496594&clen=462644&chunk=true