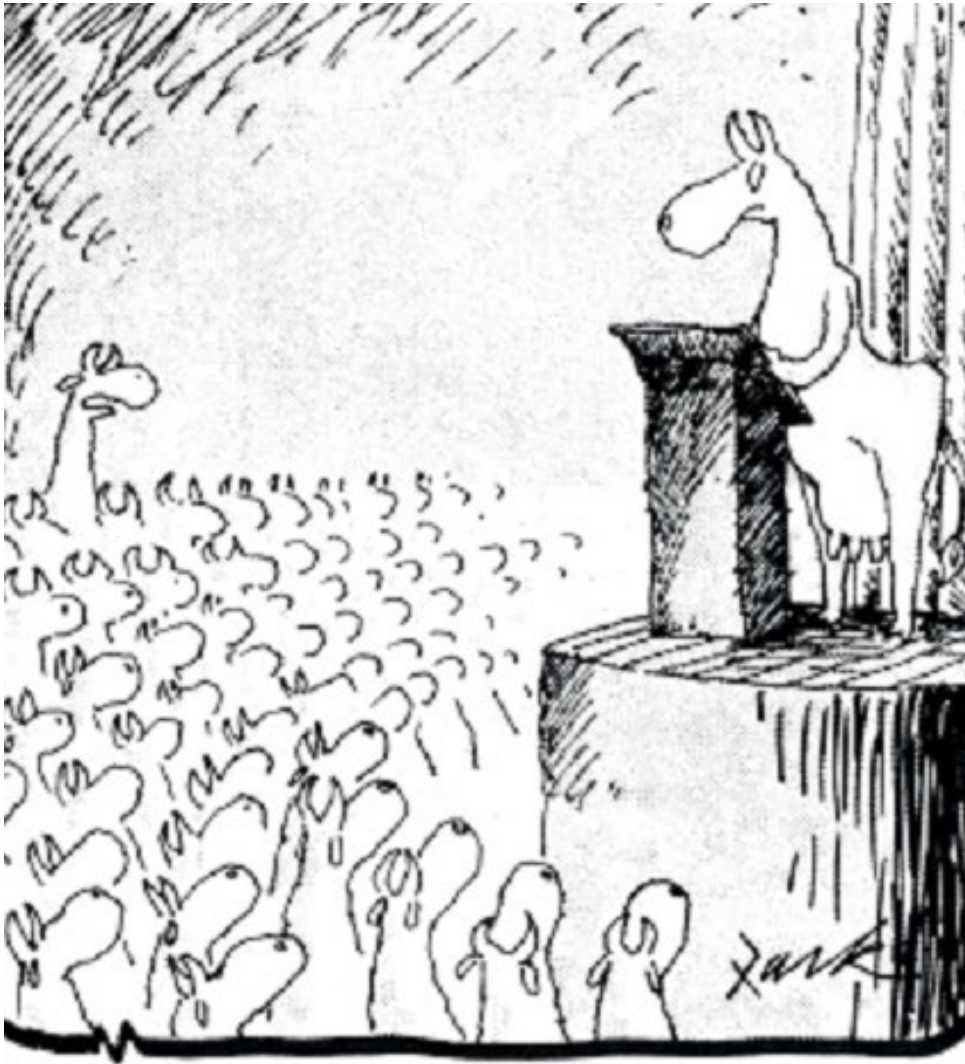


Using “The Rules”

Steven T. Anderson

PROFESSIONAL REGISTERED PARLIAMENTARIAN



"Look, the herd instinct has gotten us this far—
why do we need parliamentary procedure now?"

Small groups, routine operations

vs.

Large groups, contentious issues

Bylaws

Laws adopted by an organization for its own governance.

“Contract” between the organization and the members:

- Articulates the rights and duties of membership, and
- Provides how the organization is structured and governed.

May be amended, but never suspended.

ROBERT'S RULES OF ORDER

Robert does not require “fairness.”

Robert assures fairness by requiring that all parties comply with the accepted rules and procedures.

Enforcement requires the vigilance of the individual and the diligence of the majority.

What Is a “Meeting”?

Announced gathering to decide on actions to be taken in the name of the organization.

Participation restricted to members.

Quorum: minimum number of members required to properly conduct business.

Chairperson

- Moderates, does not dictate

- Follows order of business

- Keeps order

Secretary

- Records what was done (not what was said).

Standard Order of Business

Reading and approval of Minutes*

Reports of Officers and Committees

[Unfinished Business]

New Business

Not the same as “agenda.”

“THE FIRST ITEM OF BUSINESS IS APPROVAL OF THE MINUTES FROM THE MEETING OF
.....*date*..... [or THE PREVIOUS MEETING]”.

“ARE THERE ANY CORRECTIONS TO THE MINUTES AS READ [or AS PUBLISHED]?”

[Handle corrections by general consent, vote only if necessary.]

“HEARING NONE pause THE MINUTES ARE APPROVED”

“THE NEXT ITEM IS THE REPORT OF THECOMMITTEE.”

[Introduce officers and committee chairs for their reports, but DO NOT “turn the meeting over.”]

“ARE THERE ANY QUESTIONS?”

[If a committee has a motion as part of their report, Chair takes over at this point...]

“IT IS MOVED ON BEHALF OF THE COMMITTEE THAT.....

IS THERE ANY DISCUSSION?” etc.

Rules for Debate

Speech has limits....2 speeches each x **30 minutes??**

Stick to the point

Debate proposals, not personalities

Limiting debate

“Settledness”

“IS THERE ANY FURTHER DISCUSSION?”

“HEARING NONE **pause** THE QUESTION IS ON THE ADOPTION OF THE MOTION [or RESOLUTION] TO.....

ALL THOSE IN FAVOR, SAY ‘AYE’

ALL THOSE OPPOSED, SAY ‘NO’

[For Voice Vote, announce result. If counted, announce the count.]

“THE ‘AYES’ HAVE IT, AND THE MOTION IS ADOPTED.” **State the effect of the adopted motion.**

or

“THE ‘NOES’ HAVE IT, AND THE MOTION IS LOST.”

[If there is Unfinished—not just “old”---Business...]

“THE FIRST ITEM OF **UNFINISHED BUSINESS** IS THE MOTION TO.....THAT WAS
POSTPONED TO THIS MEETING.

IS THERE ANY DISCUSSION?” etc.

“IS THERE ANY NEW BUSINESS?”

[Member seeks recognition, states motion, waits for Chair’s signal to begin discussion.]

“IT IS MOVED AND SECONDED TO.....”

IS THERE ANY DISCUSSION?”

[Amend]

“IT IS MOVED AND SECONDED TO AMEND THE MAIN MOTION BY INSERTING THE WORDS....

IF THE AMENDMENT IS ADOPTED THE MAIN MOTION [or PRIMARY AMENDMENT] WOULD THEN READ.....

THE MOTION TO AMEND IS DEBATABLE AND AMENDABLE.

IS THERE ANY DISCUSSION?

HEARING NONE **pause** THE QUESTION IS ON THE MOTION TO AMEND THE MAIN MOTION BY INSERTING THE WORDS....” etc.

Can a Group Change Its Mind?

Error of omission?

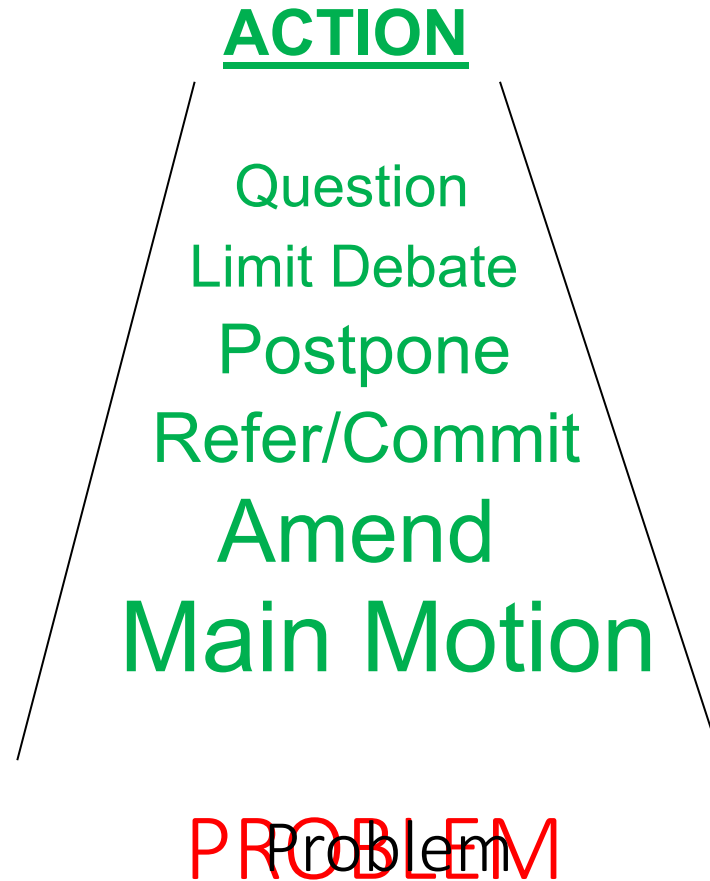
Renew

“Instability” v. correcting a mistake?

Rescind, or Amend Something Previously Adopted

Previous notice, or 2/3

Order of Precedence



[Refer to Committee]

“IT IS MOVED AND SECONDED TO REFER THE PENDING MOTION TO THE
COMMITTEE FOR REVIEW AND REPORT.....

ADOPTING THIS MOTION WOULD REMOVE THE PENDING MOTION FROM CONSIDERATION
UNTIL THE COMMITTEE RETURNS ITS REPORT.

THIS MOTION IS DEBATABLE AND AMENDABLE.

IS THERE ANY DISCUSSION?”

HEARING NONE **pause** THE QUESTION IS ON THE MOTION TO REFER THE PENDING
MOTION TO THE COMMITTEE...” etc.

[Postpone]

IT HAS BEEN MOVED AND SECONDED TO **POSTPONE THE PENDING MOTION** TO THE NEXT MEETING.

ADOPTING THIS MOTION WOULD FORECLOSE CONSIDERATION OF THE PENDING MOTION FOR THIS MEETING.

THIS MOTION IS DEBATABLE, BUT NOT AMENDABLE.

IS THERE ANY DISCUSSION?"

HEARING NONE **pause** THE QUESTION IS ON THE MOTION TO **POSTPONE THE [MOTION TO...]** TO THE NEXT MEETING." etc.

[Limit Debate]

IT IS MOVED AND SECONDED TO **LIMIT DEBATE** ON THE PENDING MOTION TO xx MINUTES. AFTER THE SPECIFIED TIME THE PENDING MOTION WOULD IMMEDIATELY BE PUT TO A VOTE.

THIS MOTION REQUIRES 2/3 IN FAVOR. IT IS AMENDABLE AS TO TIME, BUT NOT DEBATABLE.

IS THERE ANY AMENDMENT TO THE TIME LIMT?

SEEING NONE, THE QUESTION IS ON THE MOTION TO LIMIT DEBATE.

ALL IN FAVOR OF LIMITING DEBATE ON THE PENDING MOTION, PLEASE RISE. Be Seated.

ALL OPPOSED TO LIMITING DEBATE ON THE PENDING MOTION, PLEASE RISE. Be Seated.

THERE BEING 2/3 IN FAVOR, DEBATE ON THE PENDING MOTION IS LIMITED TO xx MINUTES, AFTER WHICH THE QUESTION WILL BE PUT.

IS THERE FURTHER DISCUSSION ON THE PENDING MOTION?"

[End Debate]

THE **PREVIOUS QUESTION** IS MOVED AND SECONDED.

THIS MOTION REQUIRES 2/3 IN FAVOR TO IMMEDIATELY STOP AMENDMENT AND DEBATE ON THE PENDING MOTION. THIS MOTION IS ITSELF NOT DEBATABLE OR AMENDABLE.

ALL IN FAVOR OF ORDERING THE PREVIOUS QUESTION ON THE PENDING MOTION,
PLEASE RISE. Be Seated.

ALL OPPOSED TO ORDERING THE PREVIOUS QUESTION ON THE PENDING MOTION,
PLEASE RISE. Be Seated.

THERE BEING 2/3 IN FAVOR, THE QUESTION IS ON THE ADOPTION OF THE MOTION TO...”
etc.

[Allowable Interruptions]

REQUEST FOR INFORMATION [formerly Point Of Information]

--Ask a factual question of the Chair, who may refer it to another person.

PARLIAMENTARY INQUIRY

--Ask a procedural question of the Chair, who may consult with the Parliamentarian before answering.

POINT OF ORDER

--Point out a procedural error in an action by the Chair.

--The Chair may rule the “point well taken” and correct the error, or

--The Chair may rule the “point not well taken” and explain why. This ruling may be Appealed.

“IS THERE ANY [FURTHER] DISCUSSION?”

“HEARING NONE **pause** THE QUESTION IS ON THE ADOPTION OF THE MOTION [or RESOLUTION] TO.....

ALL THOSE IN FAVOR, SAY ‘AYE’.....

ALL THOSE OPPOSED, SAY ‘NO’.....

[For Voice Vote, announce result. If counted, announce the count.]

THE ‘AYES’ HAVE IT, AND THE MOTION IS ADOPTED. [**State the effect of the adopted motion.**]

or

THE ‘NOES’ HAVE IT, AND THE MOTION IS LOST.

If Subsidiary Motion lost, return to previous motion.

If Main Motion lost...

“IS THERE ANY OTHER NEW BUSINESS?”

HEARING NONE **pause** THE MEETING IS ADJOURNED.”

