



# ROBERT'S RULES OF ORDER

## PARLIAMENTARY PROCEDURE GUIDE

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. The newest versions have about 700 pages, which makes it difficult to look things up during a meeting. Meeting facilitators with little experience may find it helpful to keep a cheat sheet on parliamentary procedure at their fingertips during a meeting.

### Types of Motions

1. Main Motion: Introduces a new item.
2. Subsidiary Motion: Changes or affects how to handle a main motion (vote on this before main motion).
3. Privileged Motion: Urgent or important matter unrelated to pending business.
4. Incidental Motion: Questions procedure of other motions (must consider before the other motion).
5. Motion to Table: Kills a motion.
6. Motion to Postpone: Delays a vote (can reopen debate on the main motion).

### Every Motion Has Six Steps

1. Motion: A member rises or raises a hand to signal the president or verbally makes the motion.
2. Second: Another member seconds the motion.
3. Restate motion: The president restates the motion.
4. Debate: The members debate the motion.
5. Vote: The president restates the motion, and then first asks for affirmative votes, and then negative votes.
6. Announce the vote: The president announces the result of the vote and any instructions.

**TIP!** If the executive committee/chapter president and/or chapter is in obvious agreement, the president may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions.

If a member objects, first ask for debate, then vote and then announce the vote.

## **Requesting Points of Something**

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the president needs to handle a situation right away. Members can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.

**Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

**Point of Information:** A member may need to bring up an additional point or additional information (in the form of a non-debatable statement) so that the other members can make fully informed votes.

**Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.

**Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

## **Tips and Reminders for Chapter Presidents**

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. A skilled president allows all members to voice their opinions in an orderly manner so that everyone in the meeting can hear and be heard. The following tips and reminders will help the president to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't over command.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect, and insist that others do the same.
- Help to develop the member's skills in parliamentary procedure by properly using motions and points of order.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

An overview of common actions, processes and votes needed is included on the following page.

<b>ACTION</b>	<b>WHAT TO SAY</b>	<b>CAN INTERRUPT SPEAKER?</b>	<b>NEEDS A SECOND?</b>	<b>CAN BE DEBATED?</b>	<b>CAN BE AMENDED?</b>	<b>VOTES NEEDED</b>
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I moved to amend the motion by..."	No	Yes	Yes	Yes	Majority
Move item to committee	"I move 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	President
Recess the meeting	"I move 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 president's ruling	"I move to overrule the president'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/ 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 w/ count	"I call for a division."	No	No	No	No	No Vote
Object to considering 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	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its 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 — space distractions	"Point of privilege."	Yes	No	No	No	No Vote

\* A member may make a motion to reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.