

# Robert's Rules of Order



# History and Purpose

## Who was Robert?

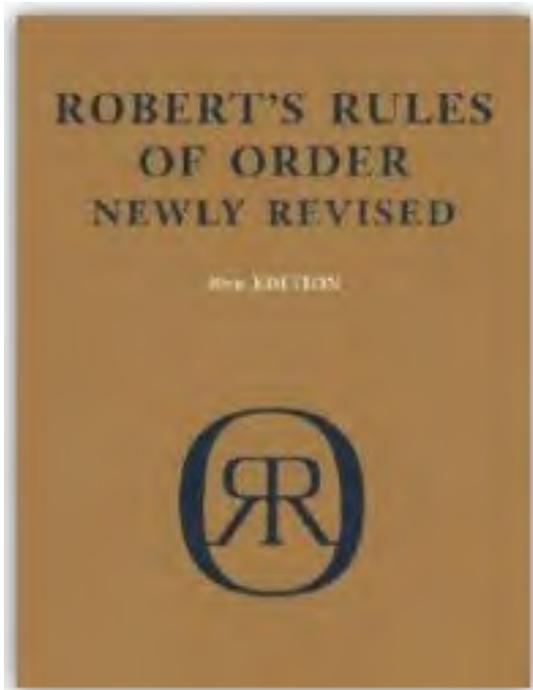
Army Major, **Henry Martyn Robert**, had bad experiences leading church meetings, so he decided to develop an organized and democratic method of conducting meetings.



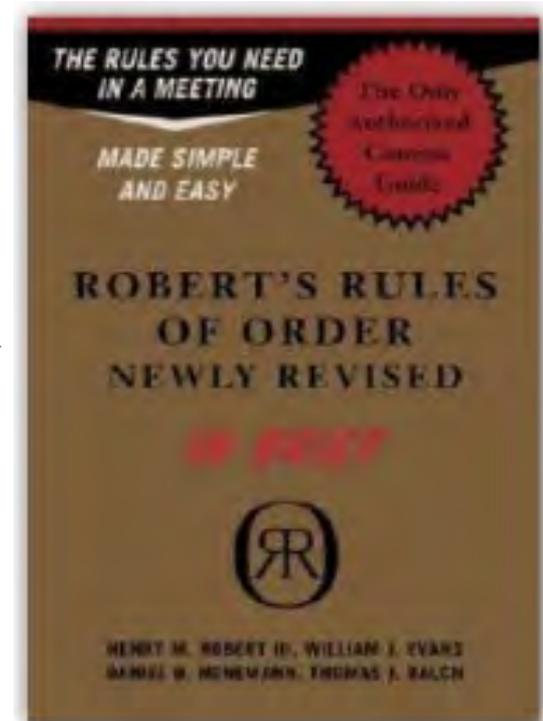
The result was writing a  
*Pocket Manual of Rules of Order for  
Deliberative Assemblies,*  
first published in 1876.

# Official Robert's Rules Books

704 pages



198 pages



There are  
**TWO**  
official  
books

What are the parliamentary procedures?

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



# Why use Robert's Rules Of Order?

## **Benefits:**

- 80% of all organizations use Robert's Rules as their Parliamentary Procedures.
- The rules help maintain order and guarantee impartiality.
- Robert's Rules put you in greater control and allow you to consider all points of view.

## **Poorly facilitated meetings result in:**

- frustration
- waste of time
- fear of attending meetings
- low attendance



# Components of Robert's Rules

# Order of Business: Agenda

- I. Call Meeting to Order
- II. Roll Call of Officers
- III. Reading and Approval of Minutes
- IV. Reports of Officers, Standing and Special Committees
- V. Unfinished Business and General Orders
- VI. New Business
- VII. Announcements
- VIII. Key Three Reports (Lodge Chief's Minute, etc....)
- IX. Adjournment



# Quorum



- Quorum - The number of members that **MUST** be present in order to legally proceed with the meeting business.
- Why? Because we don't want small groups, representing all members, to make decisions that will affect **EVERYONE**.

# 10 Basic Rules

1. The rights of the organization replace the rights of individual members
2. All members and their rights are equal\*
3. A quorum must be present to do business
4. The majority rules
5. Silence is consent\*
6. Rule of Simple Majority ( $1/2 + 1$ ) of votes represents the majority



## 10 Basic Rules

7. Motions must receive full debate
8. Once a decision is made, an identical motion must not be brought forward at the same meeting
9. Personal remarks during a discussion are always out of order
10. One speaker and one question at a time

# The Rights of the Minority

- The right to hear the voice of those who oppose
- The right to have the comment of the opposition recorded in the minutes
- Once the opposition's voice is heard and voted on, the decision that is made is the decision of the whole group, including those who oppose



# Appropriate Meeting Conduct

- Stand up when you are speaking
- Remain quiet while others are speaking
- Address others by their titles and avoid first names
- If you must leave the room, request permission\*
- If giving a speech state your name and position

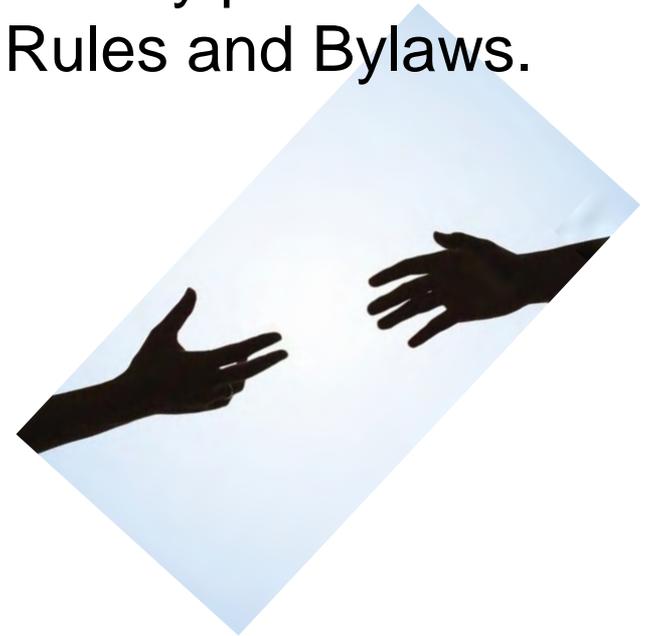


Work as a Team

# Committee Member Roles

# Parliamentarian

- Assist the Chair (Acting Lodge Chief) in conducting meetings in an orderly manner
- Be a member who knows the parliamentary procedure using Robert's Rules and the Lodge Rules and Bylaws.
- Solve procedural questions



## Role of the Chair



- Draft and distribute the agenda before the meeting (if possible)
- Begin the meeting on time
- Preside, introduce speakers and conduct the meeting
- Be impartial
- Clear up confusion and minimize conflicts
- Remain calm and collected

# Administrative Vice Chief

- Familiarize yourself with the agenda before the meeting
- Presides when the Lodge Chief:
  - Is absent from the meeting;
  - Resigns;
  - Is censored;
  - Takes a stand in certain motions; or,
  - is otherwise disqualified.



# Secretary

- Familiarize yourself with the agenda before the meeting
- Maintain meeting documents
- Take meeting minutes
- Sign the minutes
- Bring relevant documentation to each meeting
- Keep track of time and the time limits of speakers



# Member's Rights

1

Receive meeting notifications and attend all meetings

2

Make motions / second motions

3

Contribute to the discussion about the agenda after requesting permission from the president

4

Vote

# Motions and Voting

## What is a Motion?

A motion is made to introduce items to the membership for their consideration and to make a recommendation to act upon it.



## The right to make a Motion

- Items of business are considered one at a time
- For the motion to proceed, it must be directly related to the issue being considered
- Frivolous, vague, incoherent and repetitive motions are out of order and are not moved forward
- The person making the motion has the right to first speak about the motion.

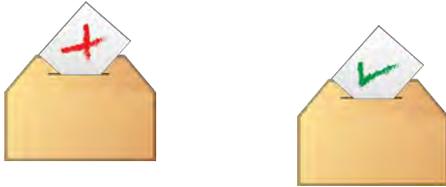
# Making & Handling Motions according to Robert's Rules

8 steps required from start to finish to make a motion and get the group to decide whether it agrees. Each step is a required part of the process.

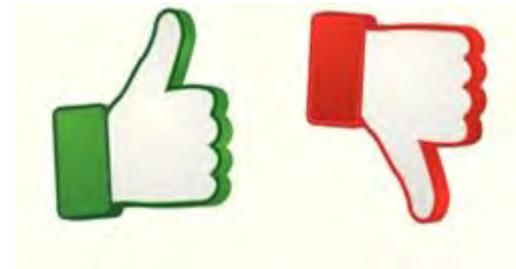
Steps	What to say
1. The member rises and addresses the chairperson.	"Madam Chairman..."
2. The chairperson recognizes the member.	"The chair recognizes..."
3. The member makes a motion.	"I move to..."
4. Another member seconds the motion.	"Second."
5. The chairperson states the motion.	"It is moved and seconded to..."
6. The members debate the motion.	"The chair recognizes the need to speak to the motion..."
7. The chairperson puts the question and the members to vote.	"All those in favor of... will say 'aye', those opposed will say 'no'."
8. The chairperson announces the result of the vote.	"The 'ayes' have it and the motion carries, and... (restate what will happen)"

# Voting

Ballot vote:



Voice vote (or show of hands):



“nay”

“aye”

Division of the House

## 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).

# Final Thoughts & Activity

## In Summary

The most effective meetings are:

- short
- efficient
- are conducted without controversy

The use of:

- a detailed agenda &
- Robert's Rules of Order

help to maintain order and guarantee impartiality

*No meeting will be fully executed according to the book,  
but the closer you get, the better you will be.*

## Final Thoughts

*Where there is no law,  
but every man does what is right in his own eyes,  
there is the least of real liberty.*

- *Henry M. Robert*

