



Robert's Rules of Order and Parliamentary Procedure



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Welcome



History of Robert's Rules

A Brief History of Robert's Rules of Order

The Origin

Asked unexpectedly to preside over a church meeting, the U.S. Army engineer discovered how difficult a meeting could become without clear procedure. He studied parliamentary law and adapted practices from the U.S. House of Representatives for ordinary organizations. He published the Pocket Manual of Rules of Order for Deliberate Assemblies on January 1, 1876.

Enduring principles

One matter and one speaker at a time. Full participation. Majority rule with minority rights.



Henry Martyn Robert (1837–1923)



What are Parliamentary Procedures?

What are the parliamentary procedures?

Parliamentary procedure is the overall system of rules for conducting meetings.

Parliamentary procedure is a broad set of principles and practices used to run meetings fairly and efficiently. It addresses things such as:

- How members obtain the floor and make motions
- How motions are debated and amended
- How votes are taken
- What requires a majority or two-thirds vote
- How the rights of the majority, minority, individual members, and the organization are protected
- How the chair maintains order and moves business along

There isn't just one parliamentary authority. Different organizations can adopt different sets of rules.

Robert's Rules of Order

A detailed parliamentary authority that explains how those principles work in practice.

Parliamentary procedure is the rules of the road.

Robert's Rules is one recognized rulebook explaining those rules.

Why Use Robert's Rules of Order?

To conduct meetings that allow 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





Parliamentarian



Assist the Mayor or Chairman in conducting meetings in an orderly manner



Be a member who knows the parliamentary procedure using Robert's Rules and committee bylaws.



Maintain order and control of the meeting



Solve procedural questions





Components of Robert's Rules



10 Basic Rules

- 1 The rights of the organization replace the rights of individual members
- 2 All participants and their rights are equal
- 3 A quorum must be present to do business
- 4 The majority rules
- 5 Silence is signified consent
- 6 Two-thirds of the vote rules and is considered a majority



10 Basic Rules

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





Appropriate Meeting Conduct

1



Stand up when you are speaking

2



Remain quiet while others are speaking

3



Address others by their titles and avoid first names

4



If you must leave the room, request permission

5



If giving a speech state your name and position



Work as a Team





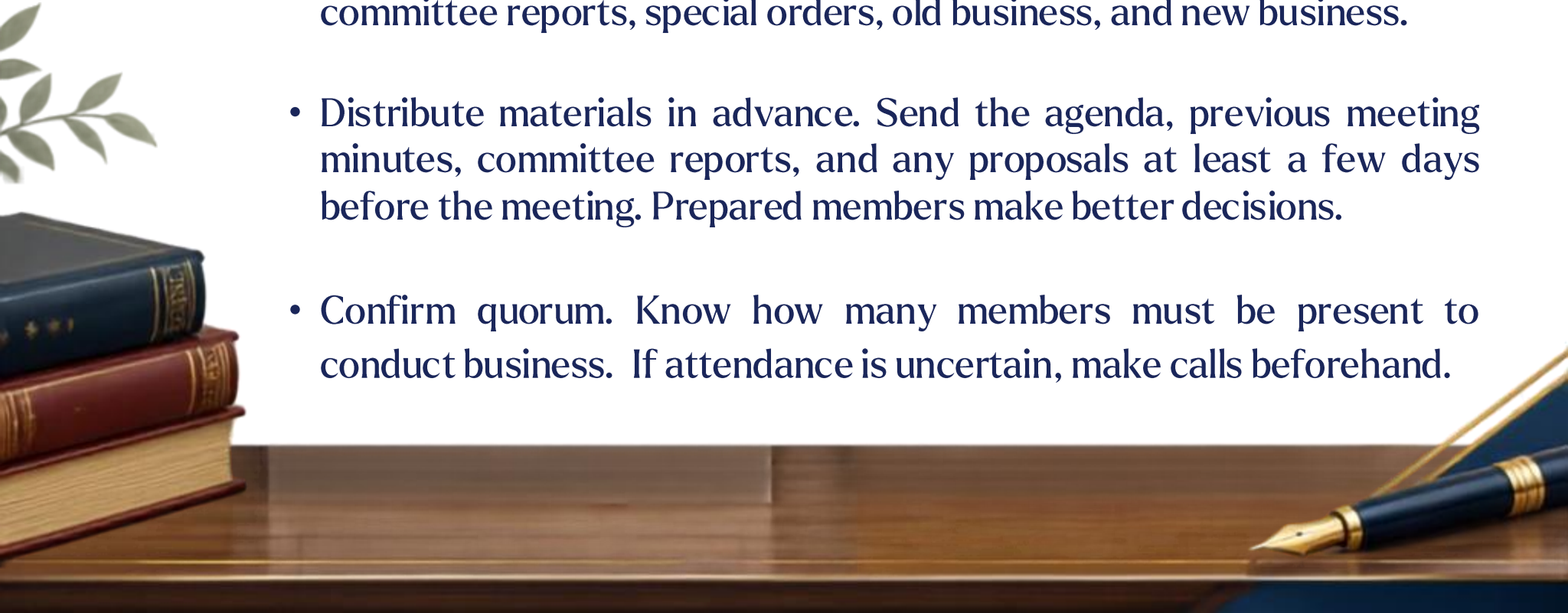
How to Run a Meeting Using Roberts' Rules of Order



BEFORE THE MEETING

Preparation is where most successful meetings are won or lost. Before anyone sits down:

- Prepare the agenda. The standard order of business under Robert's Rules includes reading and approving minutes, officer reports, committee reports, special orders, old business, and new business.
- Distribute materials in advance. Send the agenda, previous meeting minutes, committee reports, and any proposals at least a few days before the meeting. Prepared members make better decisions.
- Confirm quorum. Know how many members must be present to conduct business. If attendance is uncertain, make calls beforehand.



ORDER OF BUSINESS: AGENDA

1



Call Meeting to Order

2



Roll Call of Members

3



Approval of Minutes

4



Presentations/Recognitions

5



Resolutions/Ordinances

6



Consent Agenda

7



New Business

8



Public Comment (3 minutes per person)

9



Council Comments

10



Adjournment

Role of the Presiding Officer/Chairman

The Chair's Role Throughout

As the presiding officer, it's their job to facilitate, not dominate.

Key principles:

- **Be impartial.** The chair does not participate in debate. If you want to speak on a motion, you must temporarily pass the gavel to the vice president.
- **Protect the minority.** Ensure every member has a chance to speak before anyone speaks a second time on the same motion.
- **Keep order.** Members must be recognized before speaking. Side conversations are out of order. All comments go through the chair.
- **State every motion clearly.** Before debate and before voting, restate the exact motion so everyone knows what's being discussed or decided.
- **Announce every result.** After a vote, clearly state what was decided: "The motion is adopted" or "The motion is defeated."





Motions and Voting

Motions

1. Motions: All meeting business is handled through motions
2. There are different types of motions, including:
 - Main Motions: Focused on substantive issues for the assembly to debate.
 - Privilege Motions: Focused on the issues of the members. They take precedence over all other motions.
 - Subsidiary Motions: Focused on somehow altering or changing the status of a main motion.
 - Incidental Motions: Focused on addressing procedural issues.
1. Seconds: All motions require a second. Without a second, you can't vote on a 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 'aye' have it and the motion carries, and... (restate what will happen)"

It's All About Motions

A snapshot of the four types of motions

TYPE	PURPOSE & BASIC RULES	EXAMPLE LANGUAGE
MAIN Introduces business	• Presents new business for consideration. • Only one main motion may be pending at a time. • Generally requires a second and may be debated or amended. • Requires a vote for adoption.	Member: "I move that the Board authorize the Executive Director to sign the lease agreement with XX, not to exceed \$____." Member: "I second the motion."
SUBSIDIARY Affects a pending motion	• Changes how the main motion will be handled. • May amend, refer, postpone, or close debate. • Must be decided before returning to the main motion.	"I move to amend the motion by..." "I move to refer this matter to the _____ Committee for further review."
PRIVILEGED Addresses an urgent need	• Concerns the meeting or members, not the pending business. • Takes precedence when applicable. • Rules for a second, debate, amendment, and voting vary by motion.	Question of Privilege: "I cannot hear the speaker." Recess: "I move that we recess for 15 minutes."
INCIDENTAL Resolves a procedural issue	• Arises from the business under consideration. • Generally must be resolved before proceeding. • Rules vary by motion. Examples include Point of Order, Appeal, and Division.	Point of Order: "The motion has not been seconded." Parliamentary Inquiry: "Is this motion amendable?"

Quick memory guide

Main: What should we do? Subsidiary: How should we handle it? Privileged: What urgent need affects the meeting? Incidental: What procedure must we resolve?

Points and Related Incidental Motions

How members raise procedural questions and urgent concerns

Parliamentary Inquiry

Asks the chair how parliamentary rules apply to the current situation. It does not challenge something from a prior meeting.

"Parliamentary inquiry: Is the pending motion amendable?"

Point of Order

Calls attention to a possible violation of the rules. The chair rules whether the point is well taken.

"Point of order: Discussion has moved beyond the pending motion."

Request for Information

Seeks factual information relevant to the pending business. Direct the question through the chair.

"Request for information: What is the estimated cost?"

Objection to Consideration

Allows the assembly to avoid considering an inappropriate or sensitive main motion before debate begins.

"I object to consideration of the question."

Question of Personal Privilege

Raises an urgent concern involving comfort, safety, audibility, or another need affecting participation.

"Question of personal privilege: I cannot hear the speaker."

Request for Clarification

Clears up confusion by asking for the motion to be restated or for relevant information.

"Would the chair please restate the pending motion?"

Best practice: Address the chair first unless the matter is urgent enough to interrupt.

Additional Tips on Motions

When formal action is needed, how motions return, and how wording changes

WHEN A MOTION MAY BE UNNECESSARY

Reports: A report may simply be received. A treasurer's report is ordinarily filed for audit rather than approved.

Unanimous consent: The chair may act when no member objects.

Example: *"If there is no objection, the minutes are approved as corrected."*

Action items: Use a motion when the report contains a recommendation or the body must approve or authorize action.

RENEWING A MOTION

Same session: After the assembly decides a motion, the same question generally cannot be renewed during that session unless circumstances materially change or the rules allow reconsideration.

Later session: The original motion may generally be introduced again at a future meeting.

MINUTES

Record the maker, exact motion, amendments, and disposition. Robert's Rules does not ordinarily record the seconder or summarize debate. Follow applicable law and local policy for vote details and additional requirements.

A motion should tell the body exactly what action will occur if it passes.

AMENDING A MOTION | "PERFECTING" THE WORDING

An amendment changes the wording of a pending motion before the assembly takes final action. The change must relate to the original motion.

"Chair, I move to amend the motion by..."

THREE WAYS TO AMEND

ADD

Insert words or a phrase

STRIKE

Remove words or a phrase

SUBSTITUTE

Strike and insert wording, or replace a paragraph or the entire motion

WHEN WORDING MAY CHANGE

Before the chair states it: The maker may modify or withdraw the motion.

After the chair states it: The motion belongs to the assembly and requires a formal amendment.

Vote on the amendment first.

If it passes, vote on the main motion as amended. If it fails, return to the main motion in its original wording.



Thank You

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