

Overview Of Robert's Rules Of Order For Running Board Meetings



Next Move Group
We Are Jobs



Main Purpose Of This Video



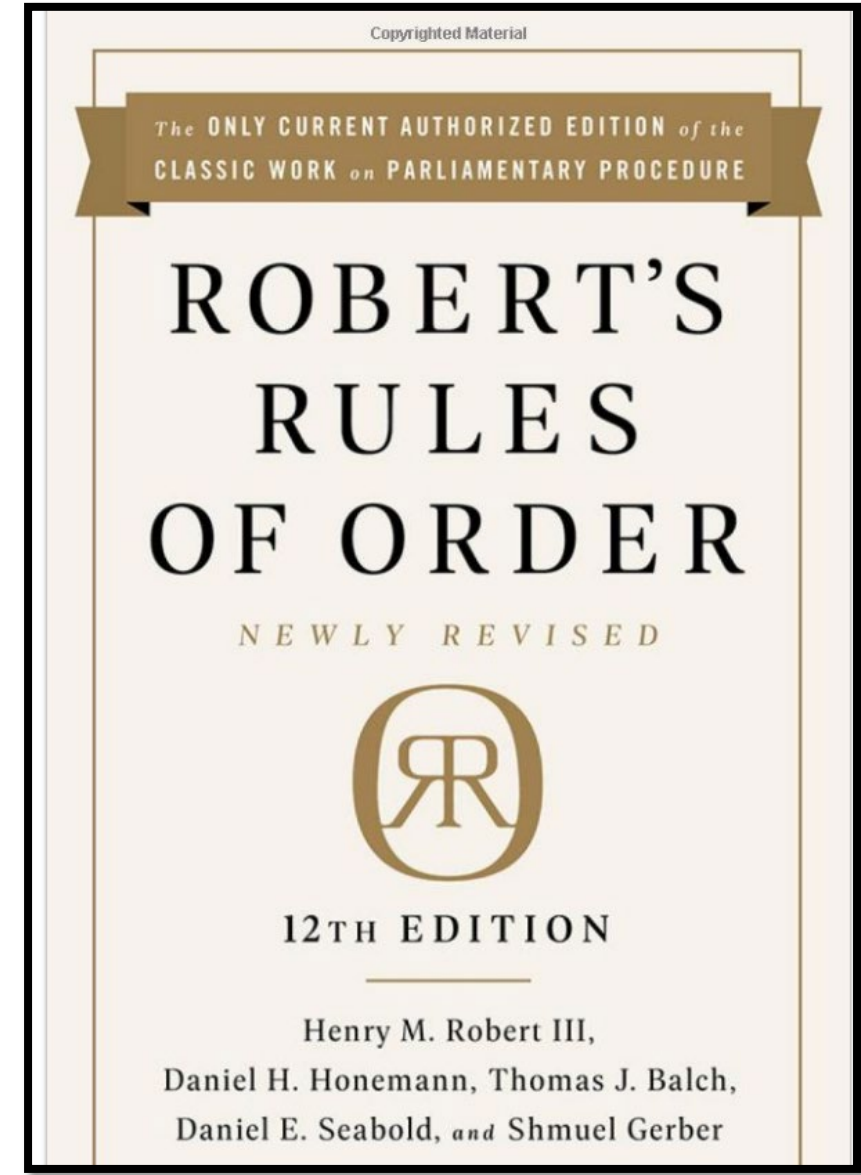
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Robert's Rules Of Order



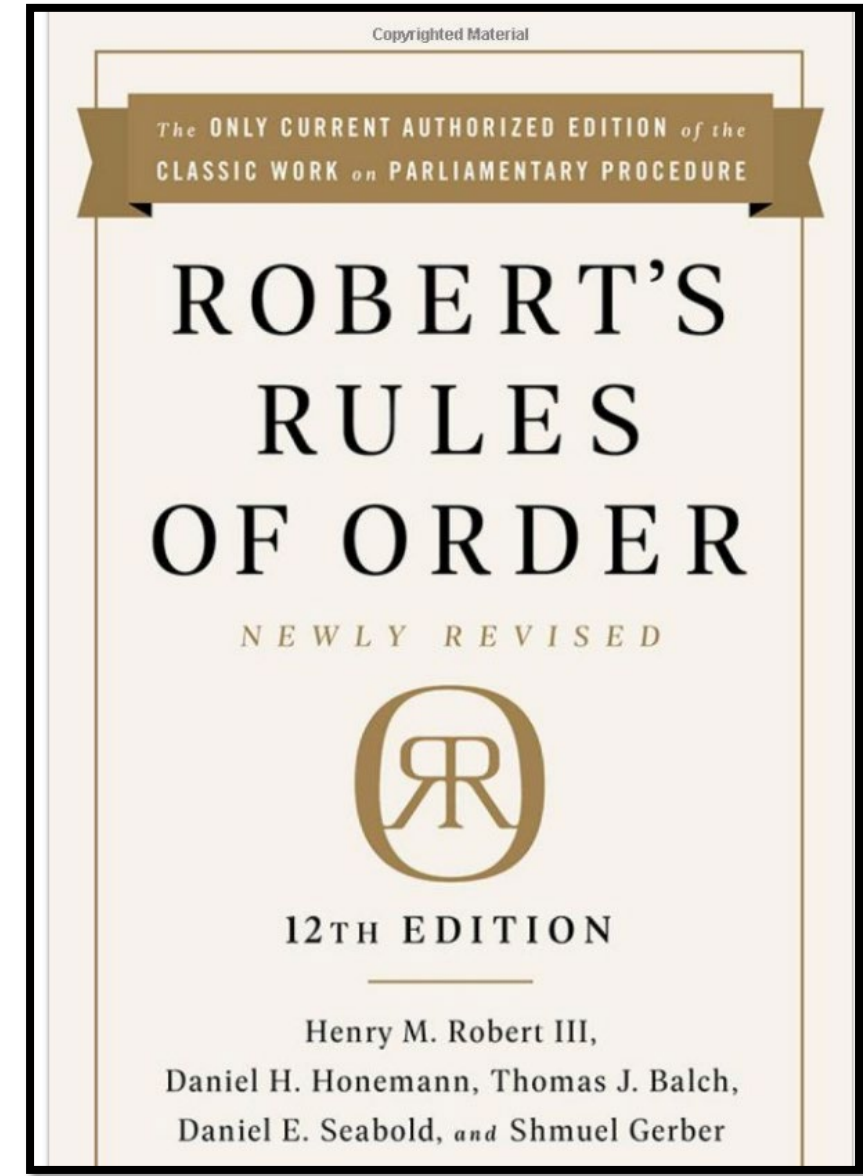
- Members Can Be Reluctant To Participate If Aren't Confident In Robert's Rules





Robert's Rules Of Order

- Robert's Rules of Order Only Govern Your Organization if You Stipulate So In Your Bylaws
- They Are Still Good To Follow Even If Not, But If They Are Not In Your Bylaws Then You Don't Have To Follow Them.
- Your Bylaws Take Precedence Over Robert's Rules Of Order, So If You Don't Like A Part Of Robert's You Can Change It In Your Bylaws





General Idea To Set The Table



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General Idea To Set The Table

- Business Is Conducted By:
 - Making A Motion
 - Getting A Second
 - Being Debated
 - Being Voted Aye Or No



However, Some Motions Don't Require A Second, Don't Require Debate, & Don't Even Require A Vote



Fundamental 1- The Agenda

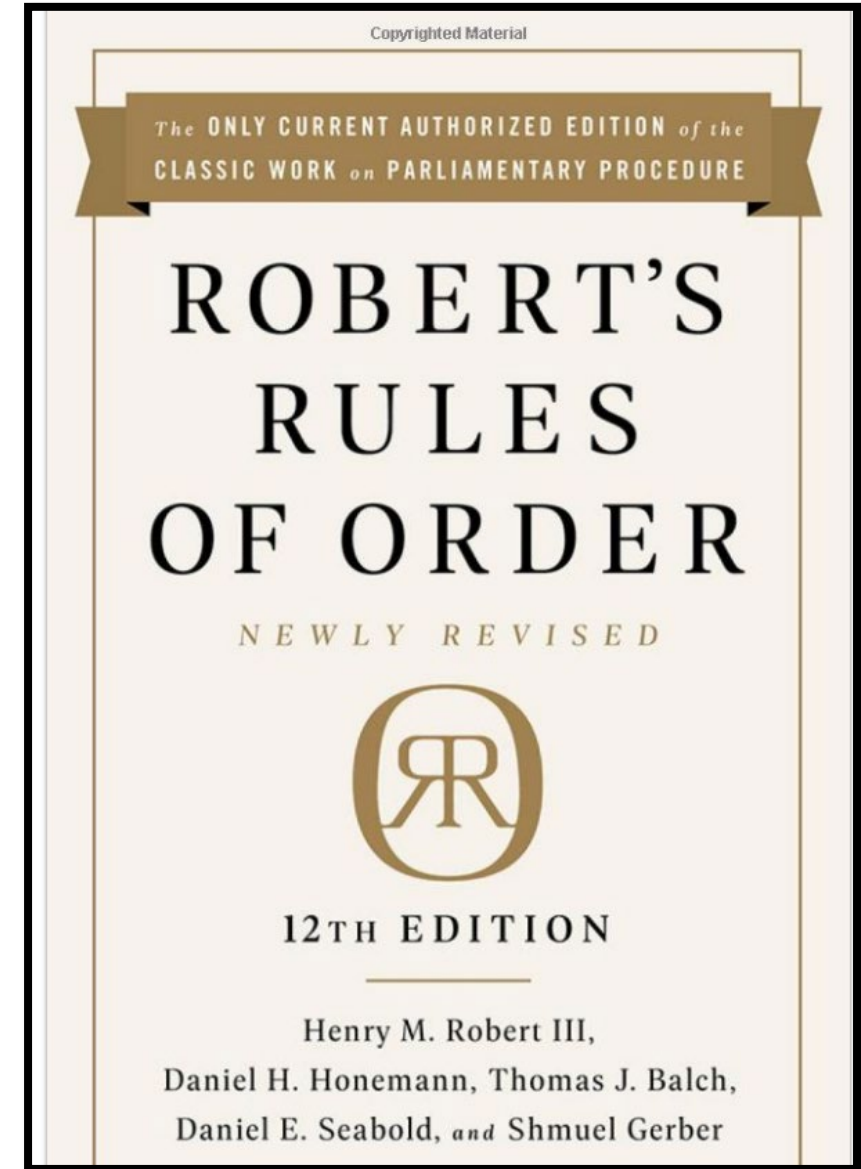


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Robert's Rules Of Order

- Standard Order Of Business (Agenda)
 - Call To Order
 - Roll Call
 - Approvals Of Agenda And Minutes
 - Tabled Business
 - Old Business (Matters Previously Disposed Of)
 - New Business
 - Open Forum
 - Chair Report
 - Committee Reports
 - Staff Report
 - Reminders
 - Adjournment





Fundamental 2- Making a “Motion”

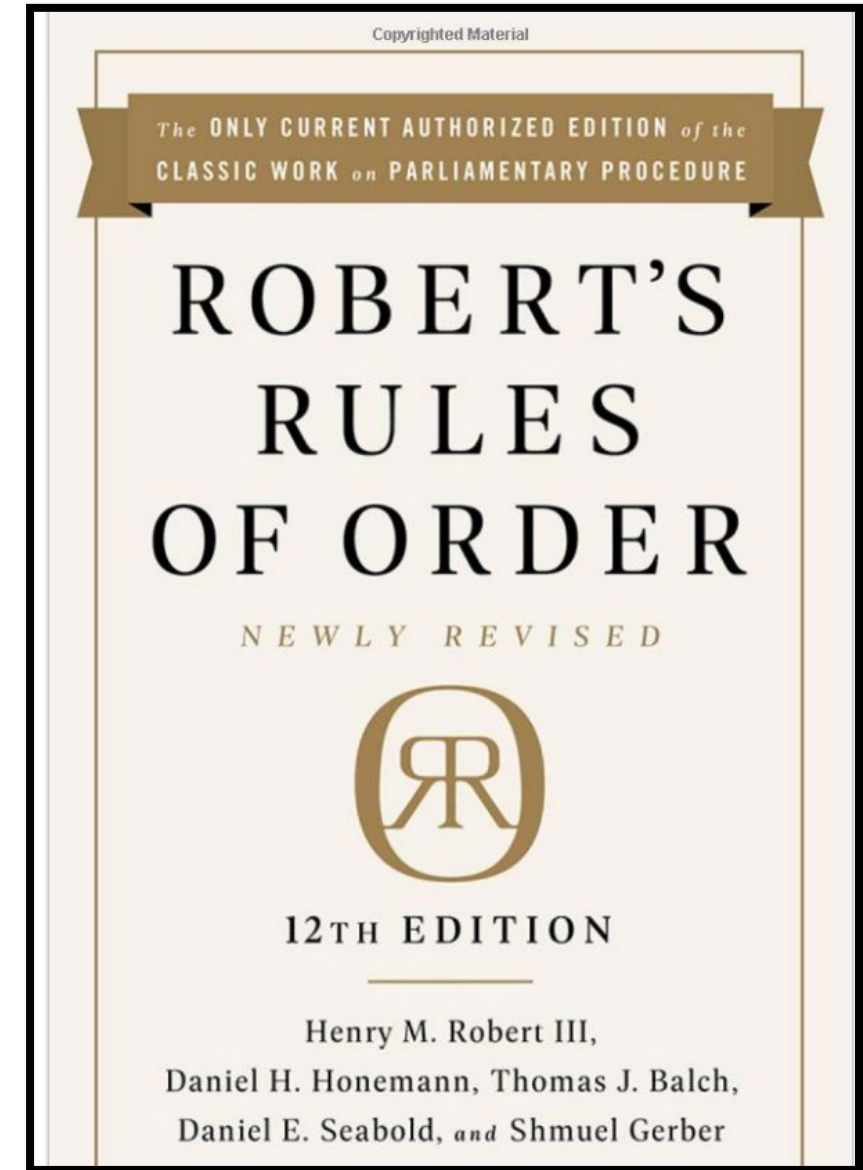


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Basic Motions To Understand

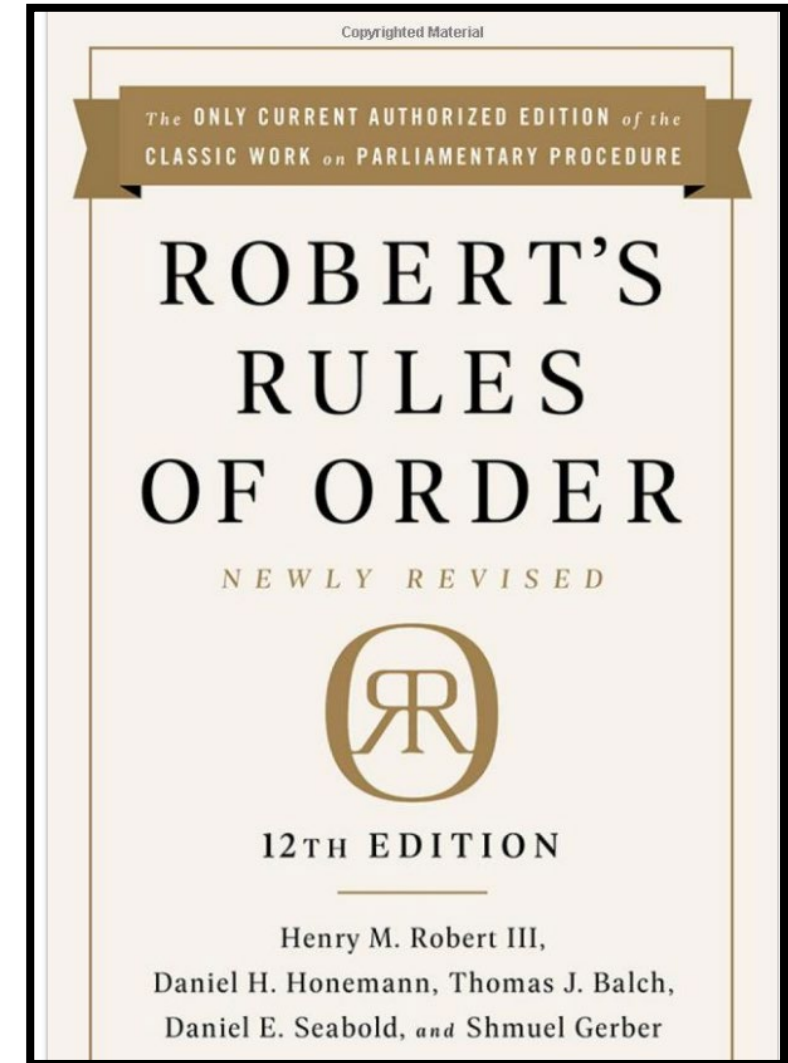
- Common Motions
 - Main Motion
 - Amendments
 - Adds To Or Subtracts From Main Motion
 - Amend The amendment
 - Point Of Order
 - End Debate
 - Appeal Chair's Decision
 - Division
 - Return To Orders Of The Day
 - Adjourn
 - Recess
 - Move To Table
 - Suspending The Rules Of Order For The Day
 - Privilege
 - Refer To A Committee





How Many Votes Do Certain Motions Need To Pass?

- 2/3 Vote Needed To:
 - End Debate
 - Consider Something Out Of Its Scheduled Order- Change Agenda
 - Objection To Considering Some Matter
 - Limit A Member's Rights In Any Way
- 50% + 1 Needed To:
 - Adjourn
 - Recess
 - Table Something Until Later
 - Postpone Something Until Later
 - Refer To Committee
 - Amend A Motion
 - Introduce Business
 - Take Up Matter Previously Tabled
 - Reconsider A Matter
 - Vote On Ruling By Chair
- None Needed To:
 - Request A Point Of Information
 - Request A Point Of Order





Making A Motion

- When Can You Make A Motion?
Anytime The Chair Recognizes You When No Other Business Is Before The Assembly For Consideration

Standard Order Of Business (Agenda)

Call To Order

Roll Call

Approvals Of Agenda And Minutes

Tabled Business

Old Business (Matters Previously Disposed Of)

New Business

Open Forum

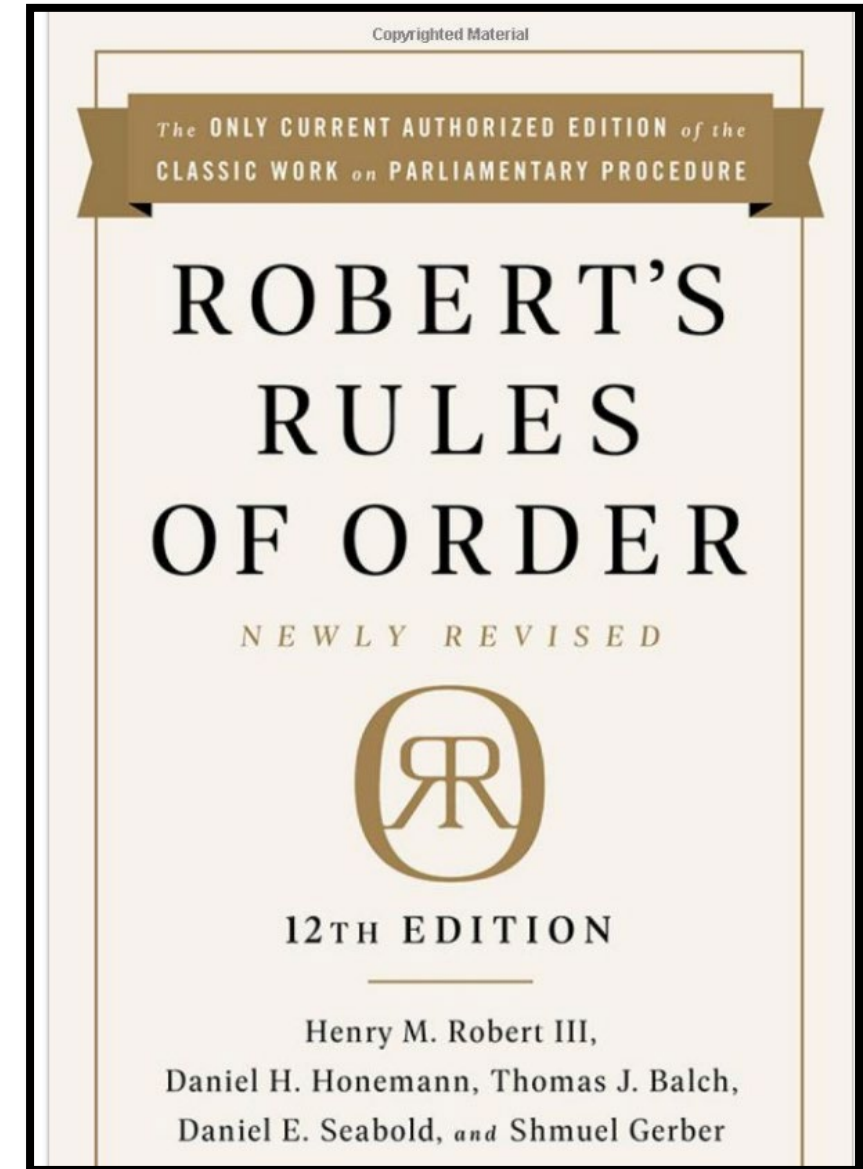
Chair Report

Committee Reports

Staff Report

Reminders

Adjournment

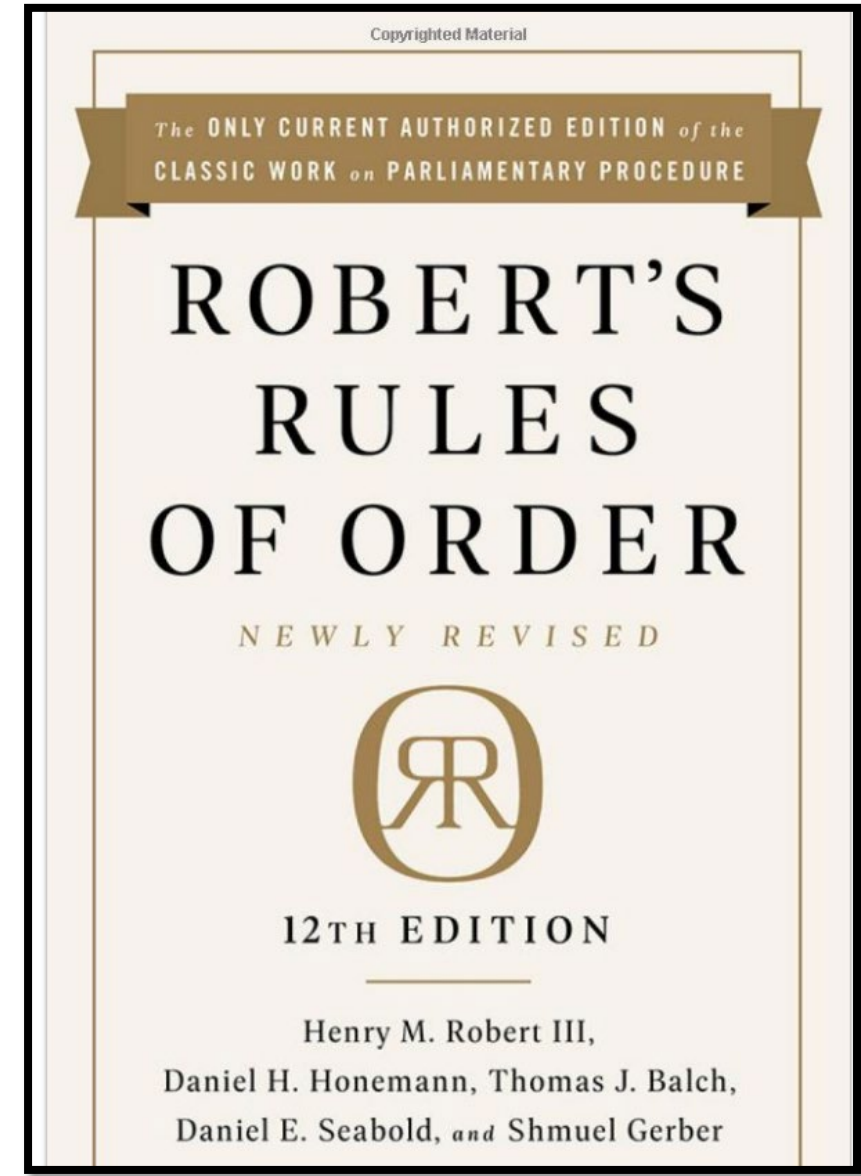




Making A Motion

- When Can You **Not** Make A Motion?

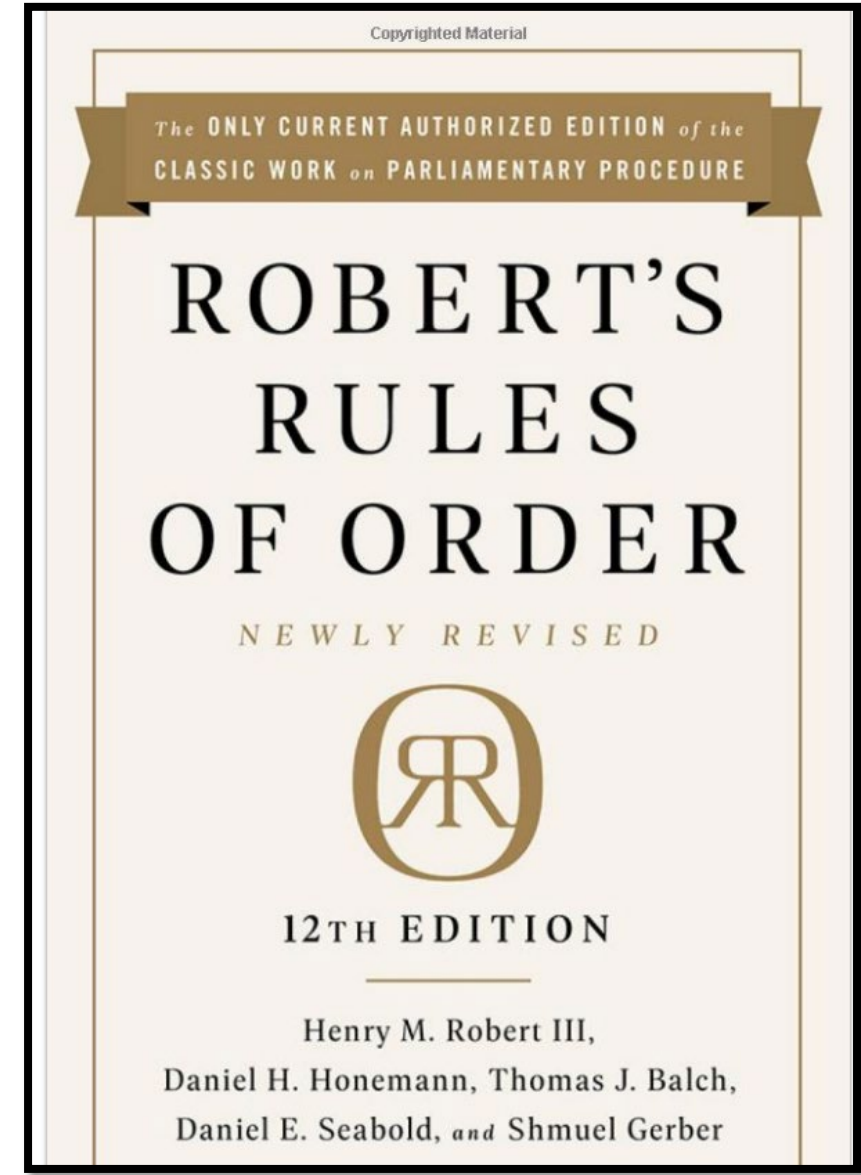
Anytime Other Business Is Before The Assembly For Consideration, In This Instance You Can Only Amend A Motion Currently Being Considered





Making A Motion

- Why Might A Chair Refuse To Consider A Motion?
- Chair Can Call Motion Out Of Order, Member Can Ask For Assembly To Override Chair By Majority Vote

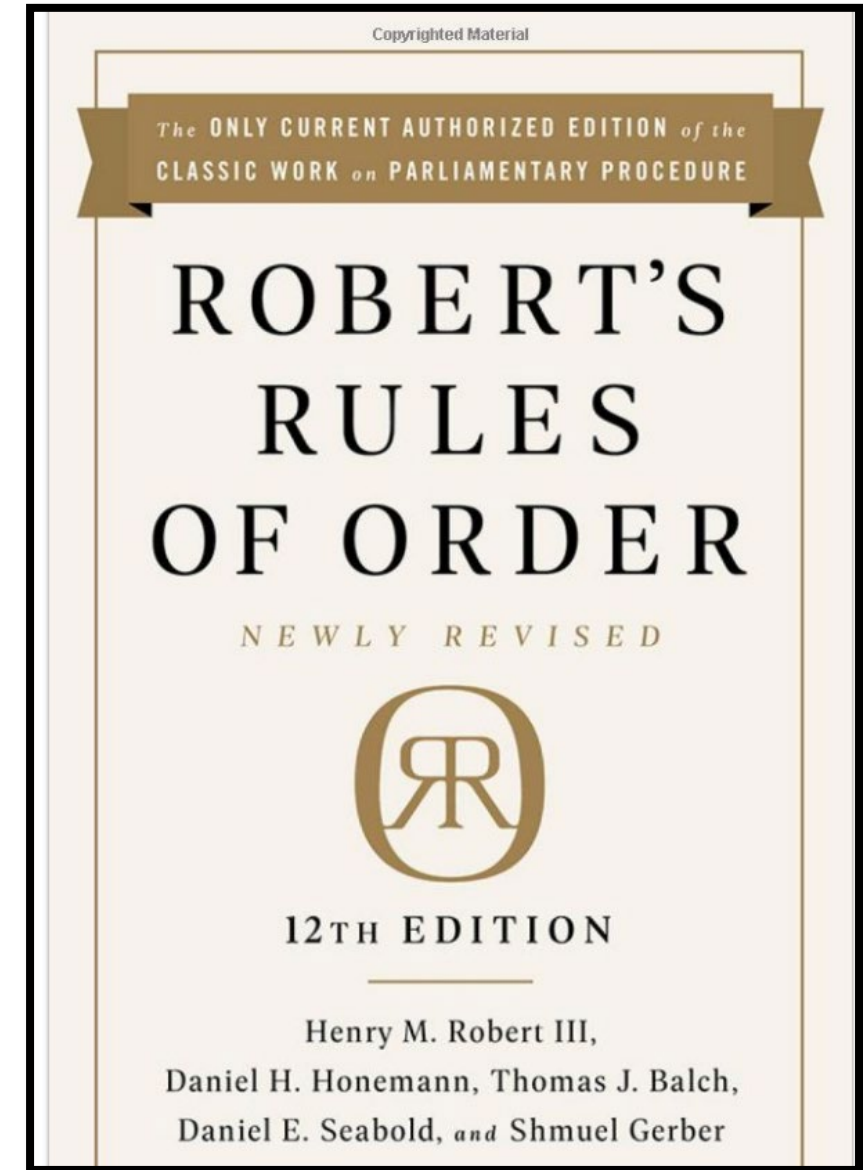




How To Make A Motion?

- How To Make A Motion:

1. Get Recognized By Chair
2. State Your Motion "I Move That..."
3. Some Motions Must Get Seconded
4. After 2nd, Chair States "Motion Is Moved And Seconded"
5. Some Motions Are Then Debated
 - Chair Can Close Debate If Noone Seeks The Floor By Saying "Are You Ready For The Question?"
 - Or, Debate Can Be Closed By 2/3 Vote
6. The Chair Puts The Question To A Vote By Saying- "The Question Is On The Adoption Of The Motion..... All In Favor Say 'Aye' All Opposed Say 'No'"
7. Chair Announce Result- "The Ayes Have It And The Motion Carries Or The Nos Have It And The Motion Fails"
8. If Voice Vote Is Close Any One Member Can Force A Standing Vote By Calling "Division" To Which The Chair Has A Roll Call Or Standing Vote Which Is Counted, Rather Than Simply A Voice Vote





Which Motions Don't Need A 2nd?

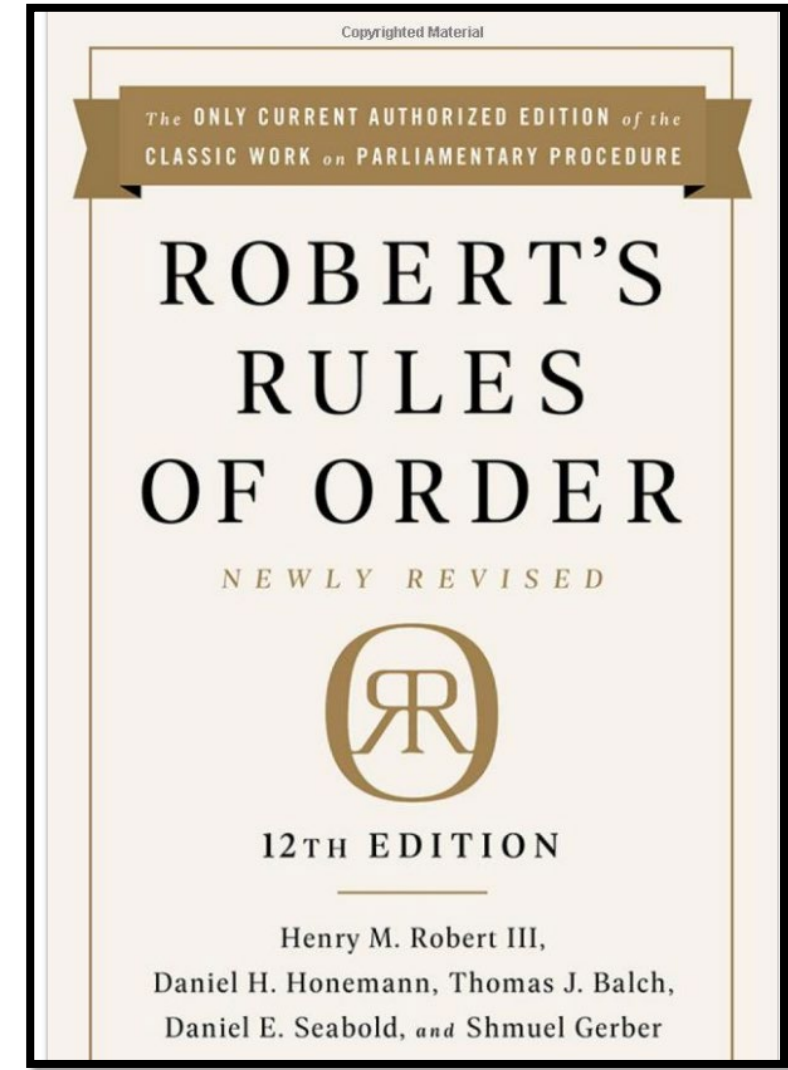


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Which Motions Don't Need A 2nd?

- Point Of Order- Objecting To Procedure
 - Chair Decides
- Point Of Information- Asking For Information
 - No Vote Needed
- Division- Asking For Vote By Actual Count Rather Than Voice
 - Members Then Vote By Standing Or Being Counted
- Objecting To Consideration Of The Question.
 - 2/3 Vote Needed
- Complaint About Noise, Room Temperature, etc.
 - Chair Decides





Which Motions Are Debatable?

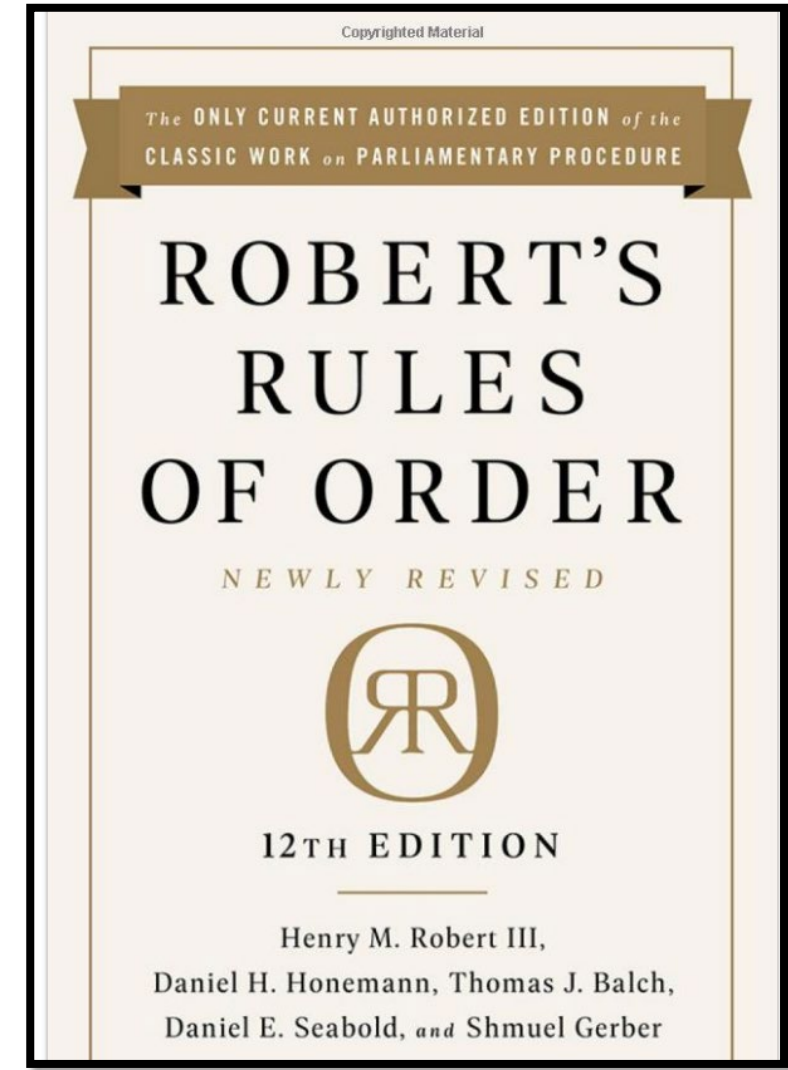


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Which Motions Are Debatable?

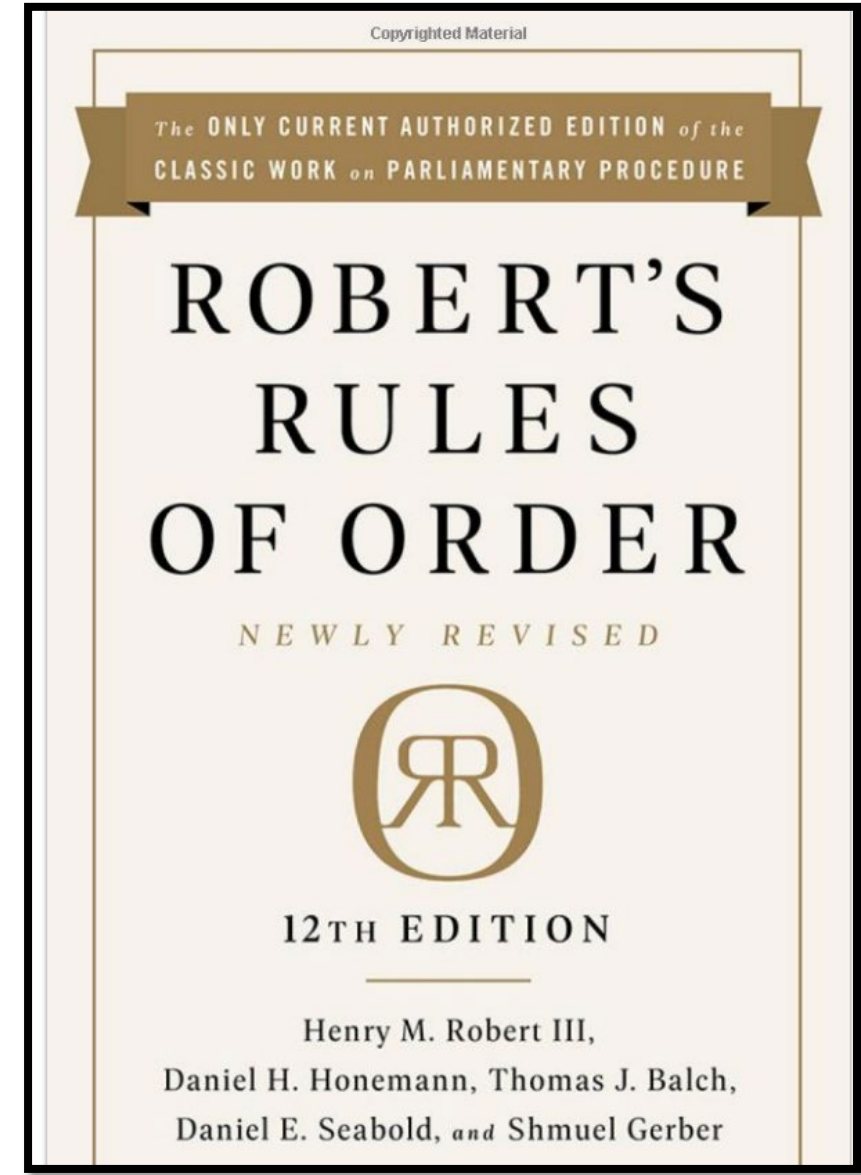
- Motion To Postpone A Question
- Refer To Committee
- Amend A Motion
- Introduce & Consideration Of Business
- Appealing A Ruling By The Chair





Speaker Limitations During Debate

- Speaker Limitations During Debate
 - Each Member Can Speak Twice To A Topic
 - Maker And Secnder Of Motion Can Speak First To Their Motion Then 2 Additional Times
 - Members Can Yield Their Time





Which Motions Are Nondebatable?

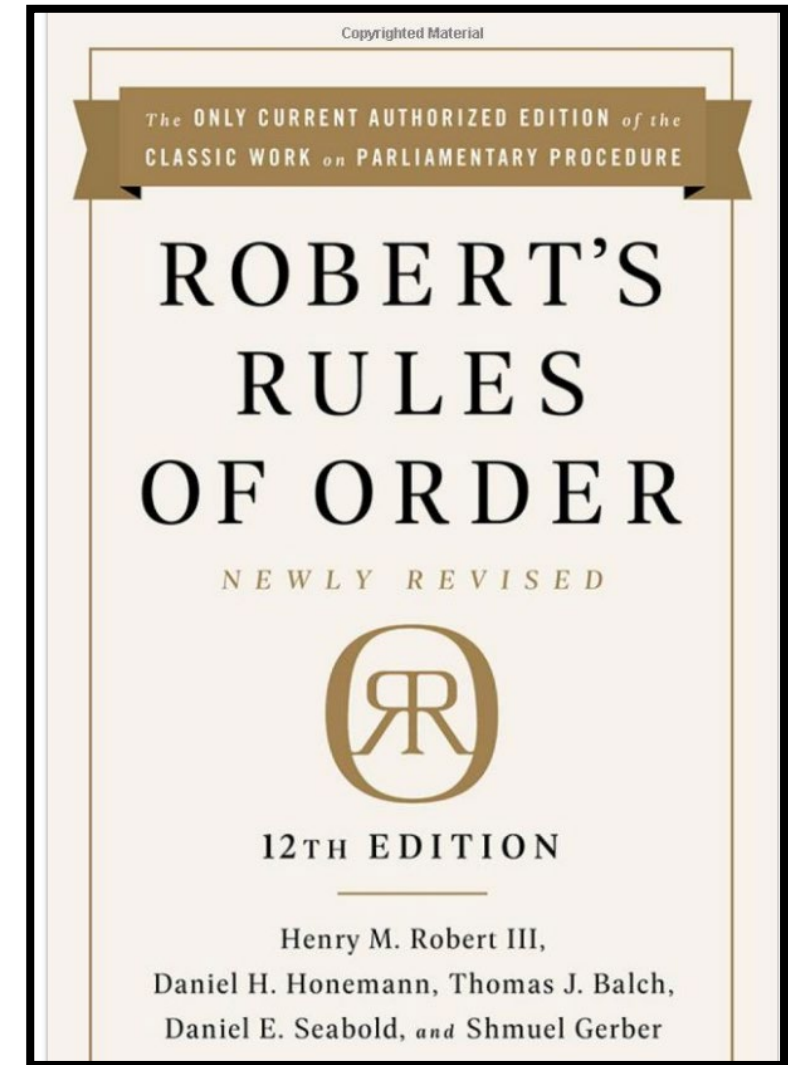


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Which Motions Are Nondebatable?

- Motion To Adjourn- Majority Vote
- Motion To Recess- Majority Vote
- Point Of Privilege (Complain About Noise, Room Temperature, etc.)- Chair Decides
- Move To Table- Majority Vote
- End Debate- 2/3 Vote
- Point Of Order- Chair Decides
- Point Of Information- No Vote Needed
- Division (Asking For Standing or Counted Vote Rather Than Voice)- No Vote Needed
- Objecting To Consideration Of The Question- 2/3 Vote Needed
- Take Up Matter Previously Tabled- Majority Vote
- Suspending The Rules To Move Something Out Of Order- 2/3 Vote Needed





When Is A Member Allowed To Interrupt A Speaker?

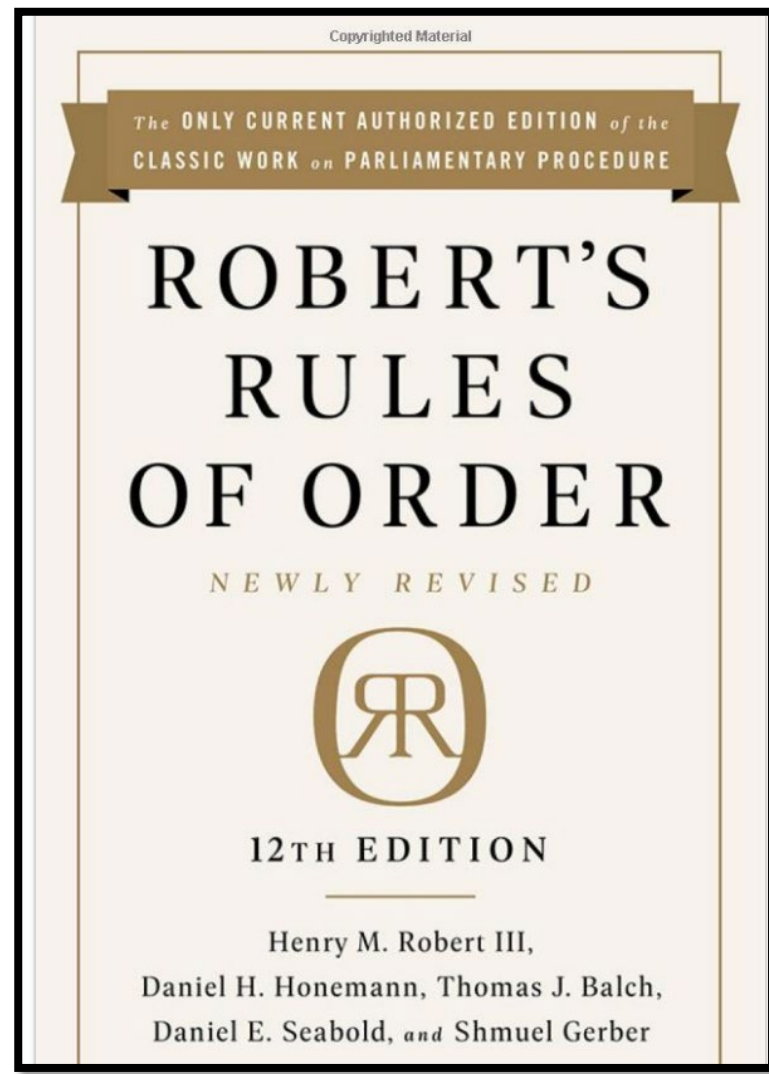


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When Is A Member Allowed To Interrupt A Speaker?

- Call For A Point Of Privilege- Complain About Noise, Room Temperature, etc.
- Call For A Point Of Order- Objecting To The Procedure
- Call For A Point of Information- To Request Information
- Objecting To Consideration Of The Question
- Appeal The Chair's Decision





Robert's Rules of Order: Getting Your Point Across

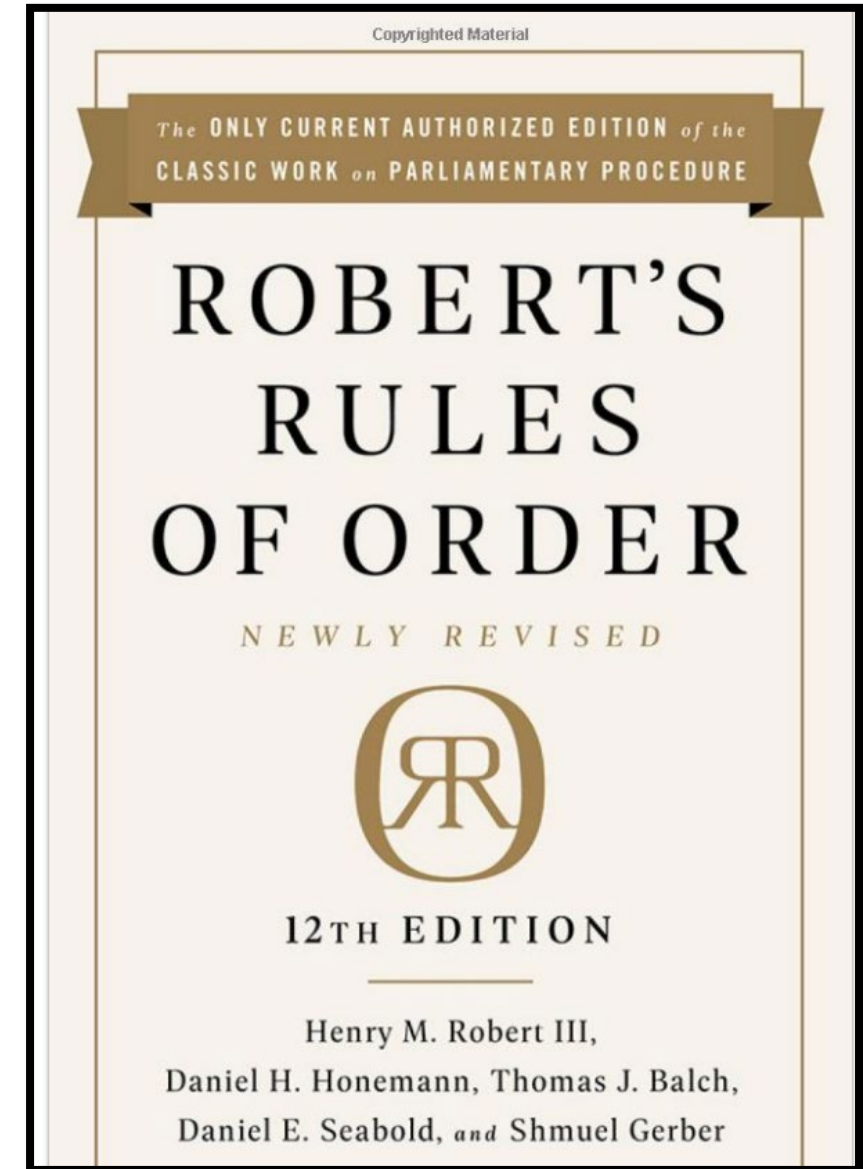


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Robert's Rules Of Order

- Getting Your Point Across
 - Point Of Order- Brings Attention To An Infraction Of The Rules Of Order
 - If Chair Rules Against You, You Can Appeal The Chair, Then If Seconded, The Question Is Taken From Chair And Goes To Assembly For Final Decision With Majority Vote Ruling
 - Point Of Privilege- Pertains To Noise, Interruptions, Personal Comfort, etc.





Fundamental 3- Amending a “Motion”

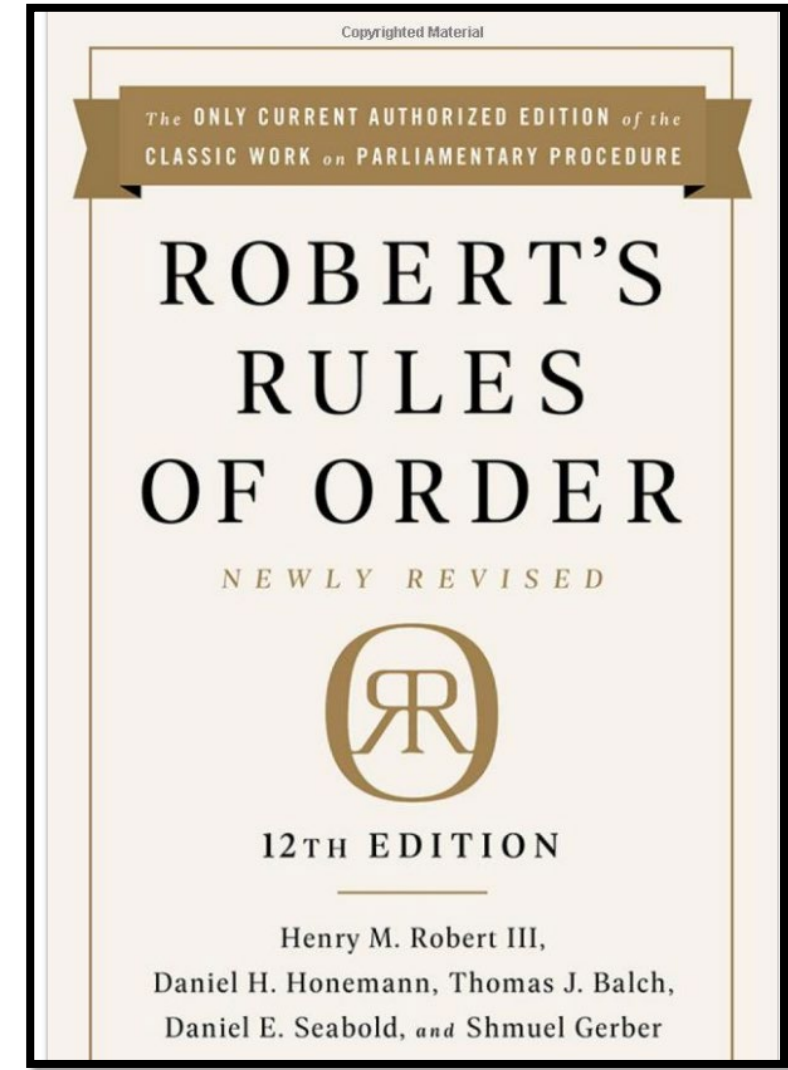


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Amending A Motion

- Get Recognized By The Chair Then Say “I Move To Amend The Motion On The Floor By Striking This, Adding That, Or Substituting, etc.”
- Amending A Motion Requires A 2nd
- Debate Then Ensues
- Vote Is Taken On The Amendment





Rules Commonly Violated

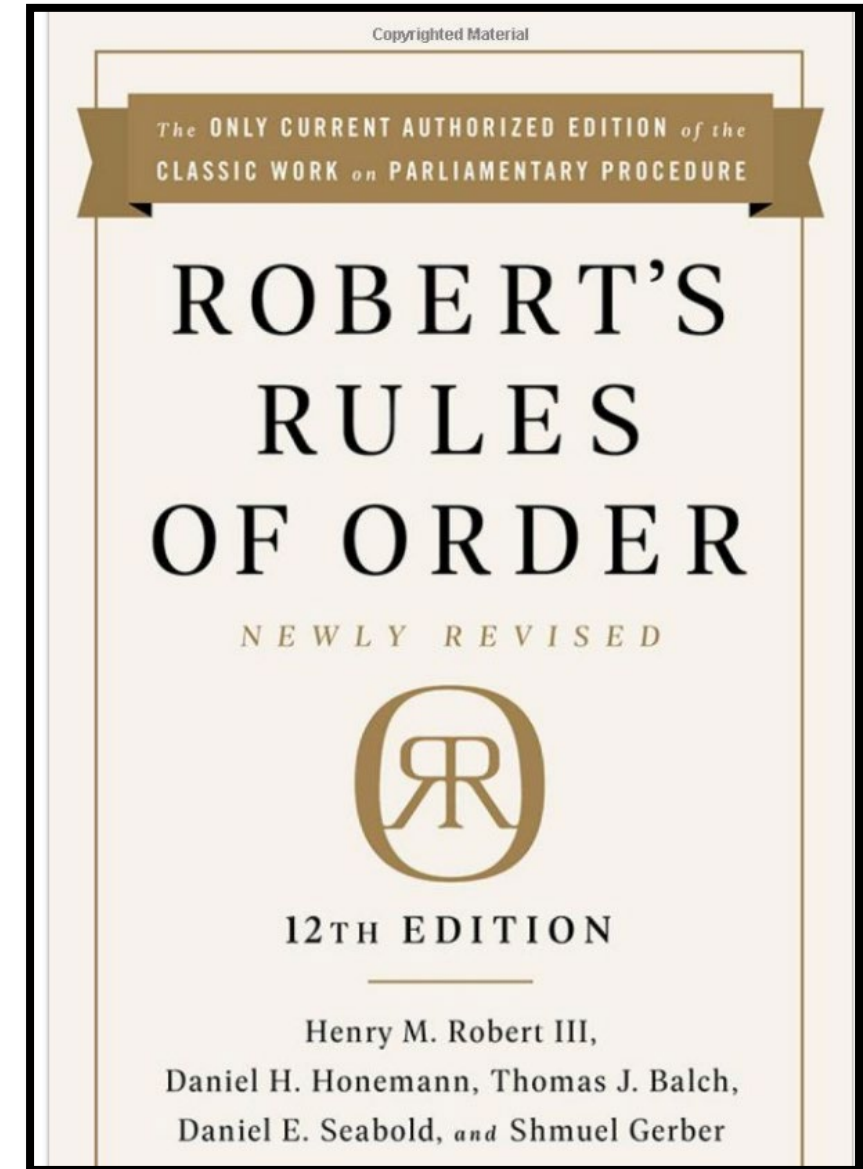


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Rules Commonly Violated

- Rules Commonly Violated:
 - Only One Motion Can Be Considered At A Time
 - No Discussion Can Be Held Without A Motion
 - Debate Must Pertain Only To That Motion
 - Members Must Address The Chair Only
 - Members Do Not Speak Without First Having Obtained The Floor
 - The Chair Must Recognize Any Member Who Seeks The Floor
 - Chair Has No Authority To Penalize Members Or Ask To Leave
 - Limiting Debate Needs 2/3 Vote To Pass
 - Motion Cannot Be Postponed Longer Than 3 Months





Did You Know?

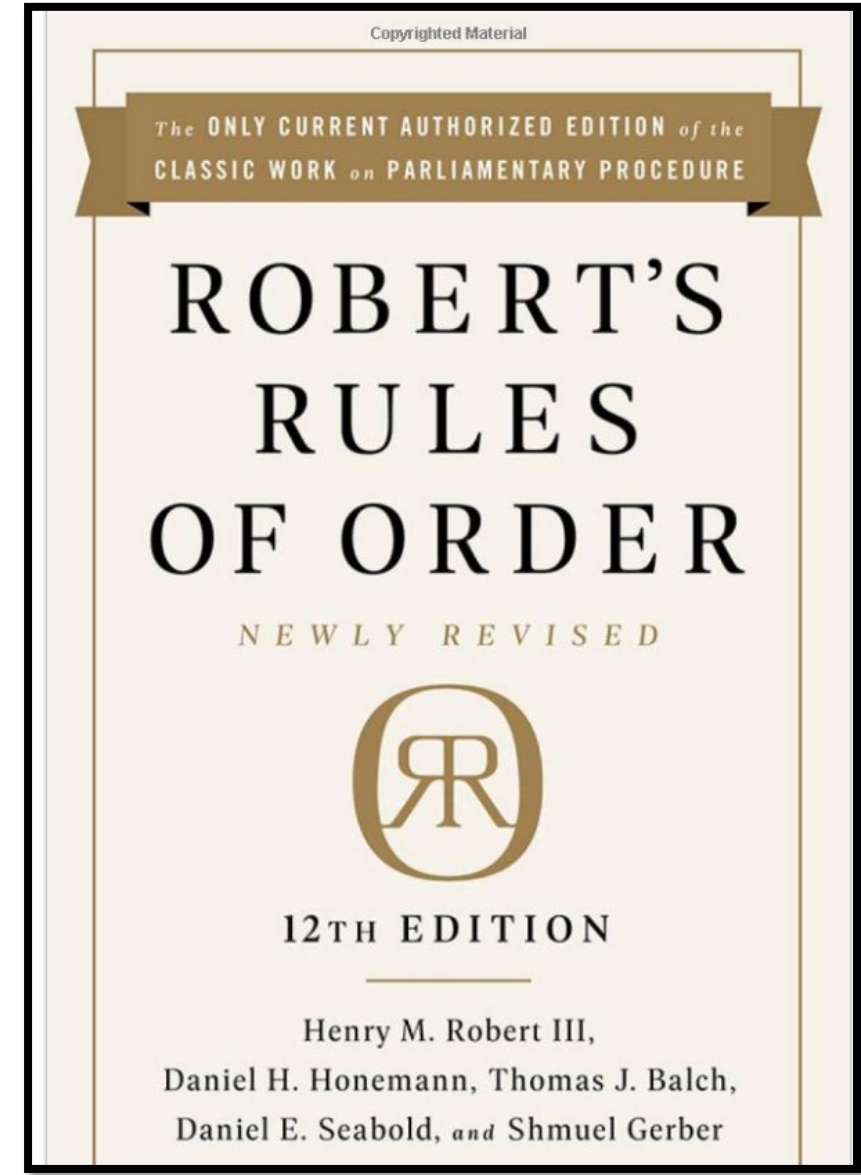


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Did You Know?

- Any Committee You Are Not A Member Of Can Prohibit You From Attending
 - Unless State Law Prohibits This
- At Annual Meeting Members Can Override Any Decision By The Board With A Simple Vote
- Ruling Of Chair Can Always Be Overruled If A Member Appeals The Chairs Decision, Gets A 2nd, Debate Is Held, Then A Majority Vote Wins





How To Be Effective Chair

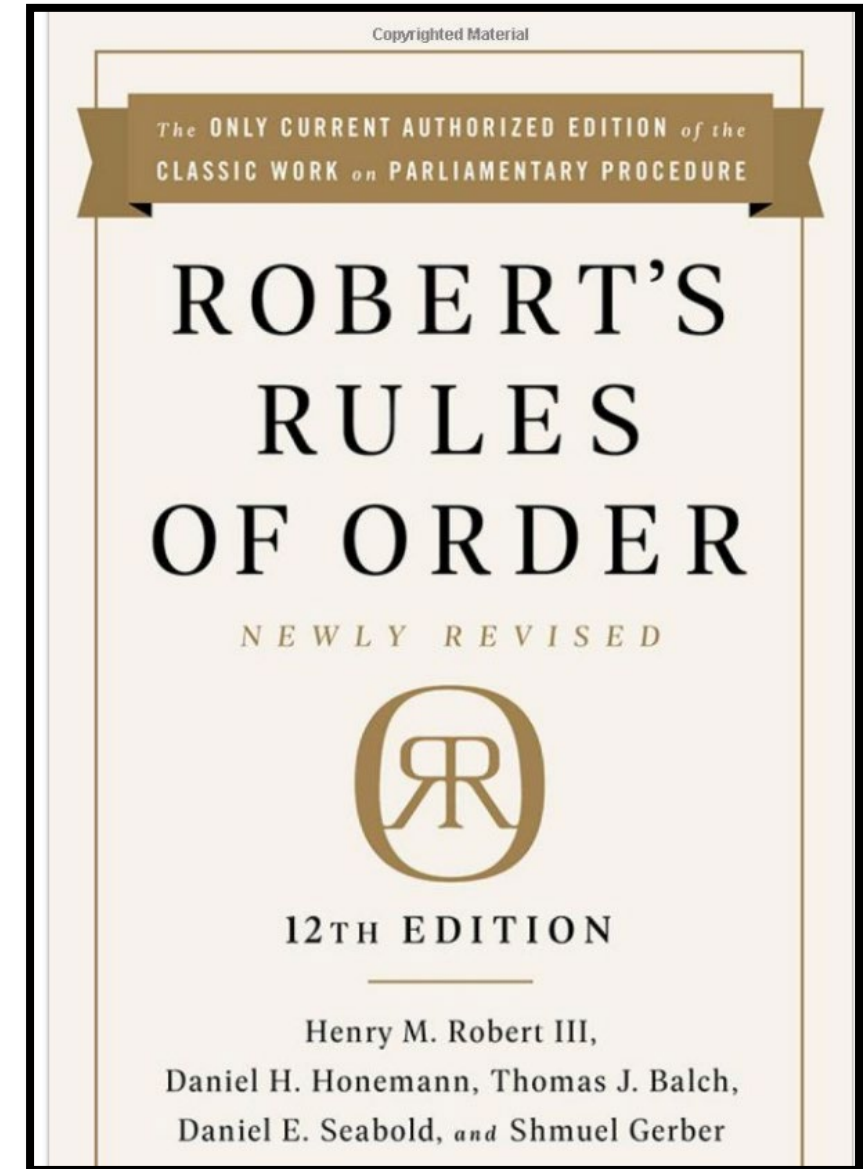


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Chair

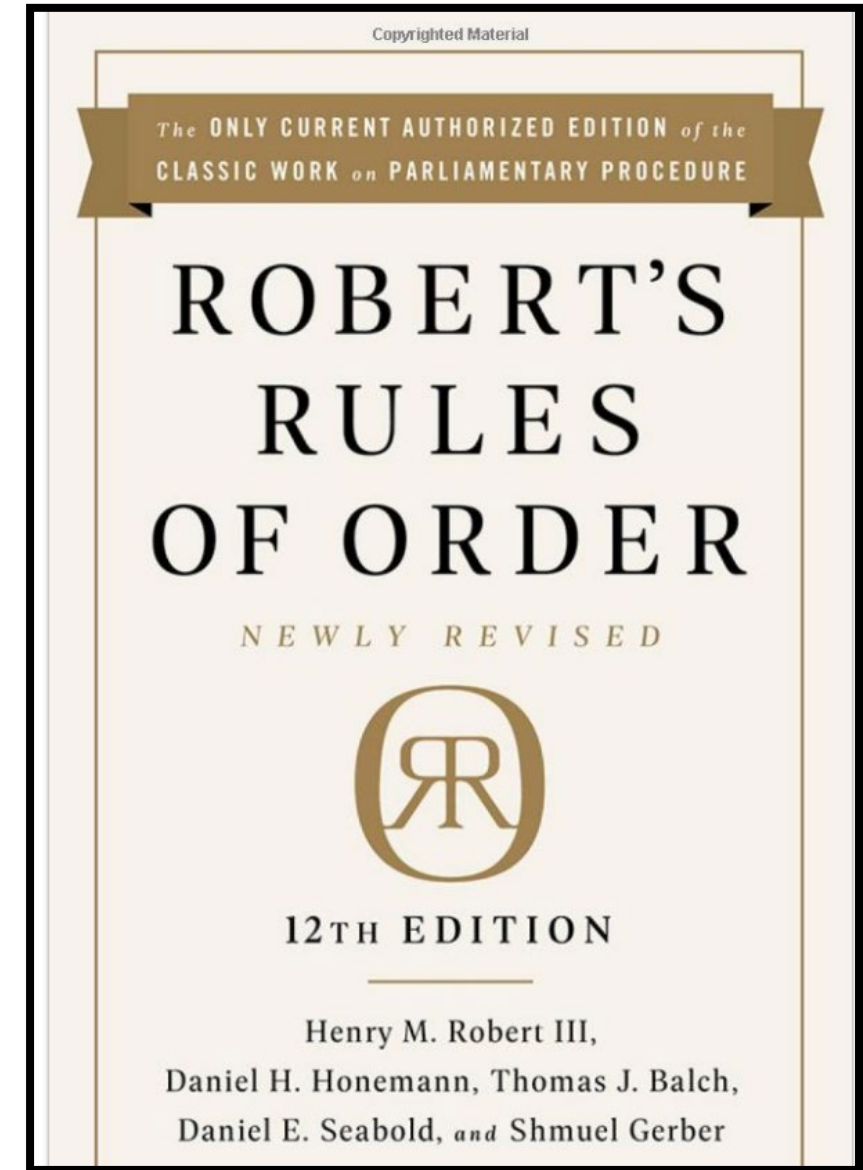
- How To Be Effective Chair
 - Approve Agenda
 - Ensure New Business Is On Agenda
 - Verify Quorum Exists
 - Main Job As Chair Is To Keep The Meeting Moving Productively
 - Consider Having Your Lawyer Sit Next To You, So If Any Parliamentary Procedures Come Up You Can Quickly & Quietly Discuss
 - Intervene When You Need To Redirect The Focus Of The Meeting





Chair

- How To Be Effective Chair
 - Do Not Make Motions Yourself
 - If Someone Rambles On & On About Something, The Chair Should Ask “Would You Like To Make A Motion?”
 - Prod Others To Make Motions “Do I Hear A Motion?”
 - Ensure The Minority Position’s Rights Are Protected
 - Designate A Parliamentarian If Needed





Etiquette

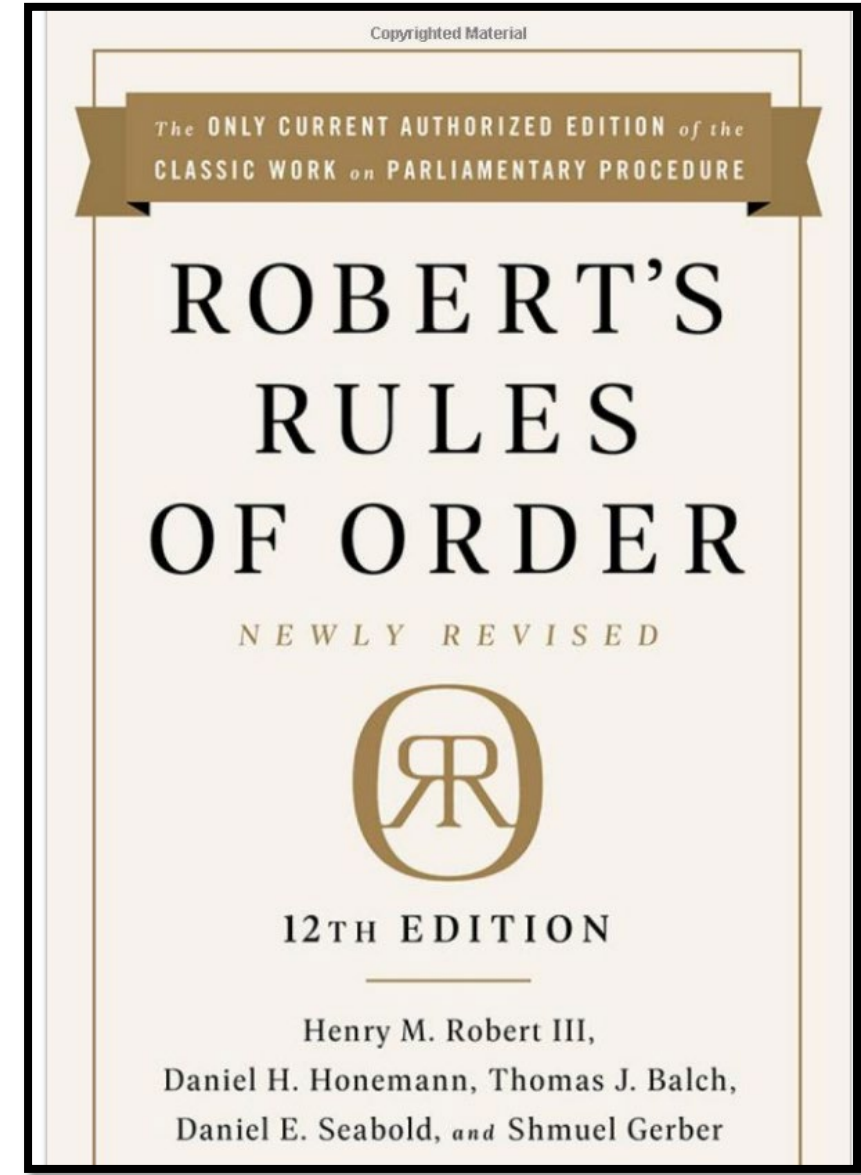


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Robert's Rules Of Order

- Etiquette:
 - Remain Quiet While Others Speak
 - Refrain From Cell Phone Use
 - Remember, All Communications Could Be Considered Public





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