

Robert's Rules of Order

1. The organization is paramount
2. All members are equal
3. One thing at a time
4. Full discussion before action
5. Propositions rather than persons
6. Propositions may yield to privileges
7. No discussion for interruptions
8. No discussion for suspensions
9. No second time in the same form
10. The majority decides – usually
11. Two-thirds vote for extraordinary questions
12. Silence gives consent

Secretary: Principal duty is to keep the “minutes” or proceedings of the assembly.

These minutes record what is done, not what is said.

The essentials of the minutes are:

1. the kind of meeting
2. the name of the organization
3. the time and place of meeting
4. who was in the chair
5. approving of the minutes
6. every main motion that is not withdrawn and whether adopted or rejected
7. by whom it was offered
8. all other motions not lost or withdrawn when the vote is by ballot or is counted, the number of votes on each side should be recorded.

He/she reads communications to the assembly and any resolutions offered in writing and any other documents, which the meeting calls for.

Note any motion not offered in writing and be prepared to read it at the call of the presiding officer or assembly

MAIN MOTION – there are two classes of motions

1. Main motion
2. Secondary motion

Main Motion – can only be offered at a time when no other business is before the assembly

- it must not conflict with by-laws or parliamentary rules

- it must not conflict with or duplicate a motion previously made and rejected

- it must not conflict with or duplicate a motion previously made but not yet finally disposed of

- it must be made by a member who has the floor
- to get the floor, a member arises, addresses the chair and waits for recognition
- the member then states the motion by saying “I move”
- the motion must be seconded
- the motion must be stated or repeated by the presiding officer

- the chairman arises and says “It is moved and seconded that” (stating the motion as just made). If there is any doubt as to the motion, the secretary must read it or the maker repeat it.

- now it can't be withdrawn or changed without permission of the meeting

- as a general rule main motions should be in the affirmative

- a main motion is always debatable

- a resolution must always be in the form of writing

SUBSIDIARY MOTIONS

- Lay it on the table (delay for something more important)
- Close debate (previous question) 2/3 vote
- Limit or Extend limits of debate 2/3 vote
- Postpone to a definite time (stops all discussion)
- Refer to a committee (duty or responsibility)
- Amend (Substitute word, phrase or paragraph)
- Postpone indefinitely (reject motion altogether)

DEBATE – remarks are limited to 10 minutes and everyone has a right to speak

- these are discussions not speeches
- if two take the floor, the one not having spoken before is chosen first
- the maker of the motion has the right to speak first and last
- address all remarks to the chair not to individuals
- if debate should cease, use the words CALL or DEMAND for the previous question

PRIVILEGED MOTIONS: Out rank Subsidiary Motions

- Fix the time to which to adjourn
- Adjourn
- Take a recess
- Questions of Privilege
- Call for the order of the Day

POINT OF ORDER – concerns a breach of rules

OBJECTION TO CONSIDERATION – done only at the time a question is first introduced

DIVISION OF THE QUESTION – a demand or motion that a Resolution be divided into two or more parts

DIVISION OF THE ASSEMBLY – affirmative and negative votes are divided from each other

SUSPEND THE RULES – may be necessary on occasion

RATIFY – Incidental Main Motion

RESCIND – Incidental Main Motion (throws the motion out)

TAKE FROM THE TABLE – Unclassified

RECONSIDER – unclassified (reopens the motion only on day it was brought up, majority vote decides motion)

FIVE WAYS TO VOTE –

- 1) Viva Voce – or by show of hands
- 2) Rising
- 3) General consent
- 4) Ballot
- 5) Roll Call

Silence gives consent

President appoints the committees, the committee can appoint their own chairman or they will be appointed by the president. Committee should be an odd number of members. A committee must not change its instructions or depart from them. The committee can report orally, but it is usually done in writing.

COMMITTEE OF WHOLE – entire Board can become a committee of the whole to discuss (such as a by-law change prior to presenting for a vote), needs a new chair

TO SITE AS IF IN - committee in the whole, which permits free discussion with the regular chairman in the Chair

INFORMAL CONSIDERATION – ask that the question be considered informally. If a motion is then made, the informal consideration ceases immediately.