

GUIDE TO ROBERT'S RULES

Motions in this section are listed in order of precedence. When any one of them is pending, you may not introduce a motion listed below it but you may introduce a motion that is listed above it.						
To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	<i>I move that we adjourn</i>	No	Yes	No	No	Majority
Recess	<i>I move that we recess until ...</i>	No	Yes	No	Yes	Majority
Complain about noise, etc.	<i>Point of privilege</i>	Yes	No	No	No	Chair Decides
Suspend further consideration	<i>I move that we table ...</i>	No	Yes	No	No	Majority
End debate	<i>I move the previous question</i>	No	Yes	No	No	2/3
Postpone consideration	<i>I move we postpone this matter until ...</i>	No	Yes	Yes	Yes	Majority
Amend a motion	<i>I move that this motion be amended by ...</i>	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	<i>I move that ...</i>	No	Yes	Yes	Yes	Majority

These items have no established order of preference and may be introduced at any time except when meeting is considering a motion to adjourn, recess or a point of privilege.						
To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	<i>Point of order</i>	Yes	No	No	No	Chair decides
Request information	<i>Point of information</i>	Yes	No	No	No	None
Ask for vote by actual count (Must be done before new motion)	<i>I call for an actual count (or I call for a division of the house)</i>	Yes	No	No	No	Only if objection
Object to considering some undiplomatic or improper matter	<i>I object to consideration of this question</i>	Yes	No	No	No	2/3
Take up matter previously tabled	<i>I move we take from the table...</i>	Yes	Yes	No	No	Majority
Reconsider something already disposed of at the meeting	<i>I move we now (or later) reconsider our action relative to ...</i>	Yes	Yes	If original motion was debatable	No	Same Majority that approved the motion
Consider something out of order	<i>I move we suspend the rules and consider ...</i>	No	Yes	No	No	2/3
Vote on a ruling by the Chair	<i>I appeal the Chair's decision</i>	Yes	Yes	Yes	No	Majority

PROCEDURE FOR MAIN MOTIONS

NOTE: Nothing goes to discussion without a motion being on the floor. If the Board wishes a have a general discussion it should move into Committee of the Whole. (motion below)

Obtaining and assigning the floor

An individual raises hand when no one else has the floor

- The chair recognizes the individual by name

How a motion is brought before the meeting

- The individual makes the motion: I move that (or "to") ...
- Another individual seconds the motion: I second the motion.
- The chair states the motion: It is moved and seconded that ... is there any discussion?

Discussion of the Motion

1. Individuals can debate the motion.
2. Before speaking in debate, individuals obtain the floor.
3. The maker of the motion has first right to the floor.
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by 2/3 vote or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote and provides voting directions:

The chair asks: Are you ready for the question? If no one rises to claim the floor, the chair proceeds to take the vote. If the motion requires more than a simple majority the chair states the majority required when providing directions.

Voice Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion, say aye [pause]

Those opposed, say no [pause]

Show of Hands Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion will raise the right hand [pause]

Those opposed with raise the right hand [pause]

By Consent

The chair says: The question is on the adoption of the motion that ... Is anyone opposed?

[pause]

Note: This is the preferred method for teleconferences.

The chair announces the result of the vote.

- The motion carries, and ... (indicating the effect of the vote) or
- The motion is defeated

WHEN DEBATING YOUR MOTIONS

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1. Listen to other views
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- State: "Chair, I move that ..."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Chair, I move that the motion be amended by adding the following words ..."
- After recognition, "Chair, I move that the motion be amended by striking out the following words ..."
- After recognition, "Chair, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words ____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Chair, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Chair, I move to postpone the question until"

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Chair, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Chair, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Chair, I move to postpone the question indefinitely."

RESCIND, REPEAL OR ANNUL

You want to cancel something that has been previously adopted.

- After recognition, "Chair, I move that the motion # (obtain from the minutes and read the motion) be rescinded, repealed or annulled."

RECESS

You want to take a break for a while.

- After recognition, "Chair, I move to recess for ten minutes."

ADJOURNMENT

If all the business on the agenda has been completed, the Chair may simply declare "All the business has been completed and the meeting is adjourned."

You want the meeting to end before the agenda is complete.

- After recognition, "Chair, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Chair, I ask permission to withdraw my motion."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Chair, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Individual: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some individuals will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Chair, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Amendments to Articles / Purposes	Adopted by members (2/3-60% majority) (By-law s.3.4)	Cannot be suspended
By-law	Adopted by members (2/3-60% majority) (By-law s.3.4)	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended by majority vote during a meeting
Roberts Rules of Order	Adopted by members (2/3-60% majority) (By-law s.3.4)	2/3 vote