

Rules Robert's of Order

KGR

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— ATTORNEYS —

True/False

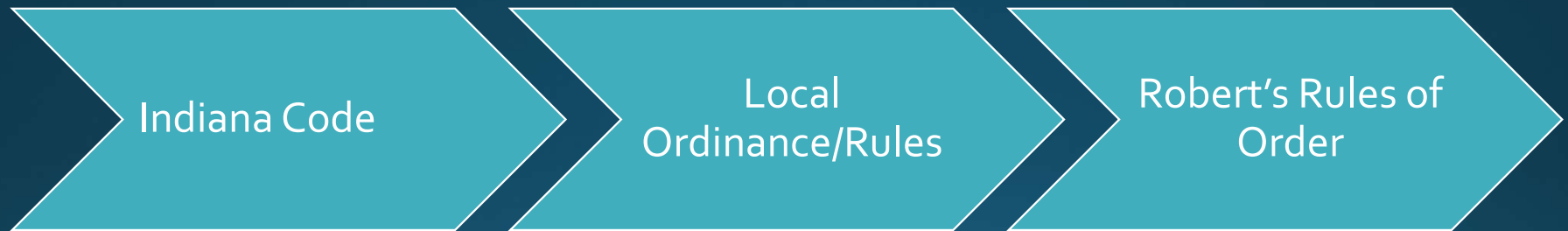
- As an elected official, a Council Member is granted a statutory right to ask questions and participate in debate during a Council meeting.

Answer:

- False.



Sources of Procedural Rules



ROBERT'S RULES OF ORDER



History of Robert's Rules of Order

- Henry Martyn Robert
 - Author of Robert's Rules of Order originally published in 1876
 - Engineer
 - United State Army General
 - Country's Leading Parliamentarian

Purpose of Robert's Rules of Order

- Parliamentary Rules Protect:
 - The right of the majority to decide;
 - The right of the minority to be heard; and
 - The right of the individual member.

Why Use Robert's Rules of Order?

Structure

- Robert's Rules of order helps preserve order and creates a set of guidelines that help operate meetings in a consistent manner

Democratic Processes

- Robert's Rules of Order require democratic speech and action in council meetings in order to allow everyone's voices to be heard, keeping meetings efficient and fair

Organizational Rights

- Robert's Rules of Order demands that the rights of the organization supersedes the rights of individuals. The rules also help facilitate group decisions

Basic Rules

01

> Only one subject may be before a group at one time

02

> "Negative" motions are generally not permitted

03

> All members have equal rights

04

> Each item presented for consideration is entitled to a full and free debate

05

> The rights of the minority must be protected, but the will of the majority must prevail

Officers

- President
 - Maintain order
 - Enforce the rules
 - Operate in an expedient and impartial manner
 - Conduct business in a calm and objective manner
 - Focus the group and not allow irrelevant discussion
 - Provide clarification
- Vice President
 - Serves in the absence of the President



"I will of course yield to whomever agrees with me."

Steps in Robert's Rules of Order

01 "I Move"

- Member makes a clearly worded motion to take-action
- Motions must be recorded in minutes

02 "Second"

- A motion must be seconded to allow for discussion to take place
- A motion cannot move forward without a second

03 "It is moved & seconded that..."

- The President must restate the motion
- Provide clarity about the motion

04 "Motion is now open for debate"

- The person who presented the motion begins discussion
- Amendments may be offered at this point

05 Close discussion period

- The chair closes discussion and asks for a vote
- The motion must be repeated word – for – word

06 Voting directions

- The chair asks for a vote
- "Those in favor of the motion, say aye. Those opposed say no."

07 Result of the vote

- The motion is either adopted or failed based on majority vote
- Results of the vote are recorded in the minutes

The Motion



Motions

Subsidiary Motions

These types of motions assist in treating or disposing of a main motion

- **Postpone Indefinitely** – A way to postpone a motion before it can be brought to a vote
- **Amendment** – a way to modify wording
- **Commit/Refer** – when additional time or information is needed, the item can be sent to a committee or taskforce
- **Postpone to a Certain Time** – to move to a later time on the agenda or to the next meeting
- **Limit or Extend Debate** – when circumstances call for shorter or longer speech
- **Previous Question** – to close debate and bring to an immediate vote
- **Lay on the Table** – lay a motion aside temporarily without setting a time for its consideration

Motions that bring a Question Before the Assembly

These types of motions bring a topic or discussion question before the assembly

- **Take from the Table** – resume consideration of a main motion
- **Rescind, Repeal or Annul** – cancel something that has previously been adopted
- **Amend Something Previous Adopted** – proposal to modify wording or text previously adopted
- **Discharge a Committee** – if a question has been referred or a task assigned to a committee that has not made a final report the committee may be discharged to allow the board to act or drop the motion
- **Reconsider** – within the same meeting a motion has been voted on the question may come before the assembly again as if it had not been voted on

Amendments

Amendments serve to clarify or modify wording



- Amendments should say exactly where in the main motion the change is to be made, and the exact words to use
- Amendments must be germane
- Follow the motion process for an amendment, then follow procedure to vote on the newly changed motion

Rather than amend an amendment, the deciding body should strike down the pending amendment and vote on a different version

DEBATE

- Speech Limits

- 2x on any debatable motion
- 10 min max
- Motion for the previous question

- Preference in Recognition

- Generally the first person to rise or signal **after** the previous speaker has finished.
- Exceptions to rule
 - Maker of the motion
 - Individual who has not spoken yet
 - Opposing opinions

Formality
of Titles

Address
only the
President

Confine
remarks to
the merits
of the
pending
question

Refrain
from
attacking a
member's
motives

Refrain
from
speaking
adversely
on a prior
action not
pending

Refrain
from
speaking
against
one's own
motion

Yield to an
interruption
by the
President



ORDER



When the Meeting is Out of Order

- Individual members making personal remarks
- Members bringing up the same motion or essentially one like it
- Putting a debatable issue to vote before the full debate is complete
- Debates are not directed to motions but to motives, principles and personalities
- Members yelling out in opposition
- Members not being recognized by President



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Sign-In

Time Limit

Speak to
Council

Stay on Topic

Written
Statement

Be Courteous

Public
Comment; Not
an Interview

President Rules

Hearing Closed

Cheat Sheet

To Do This	Motion	You Say This	Debate Allowed?	Vote Required?
Introduce Business	Main	"I move that..."	Yes	Majority
Second a Motion	Second	"Second!"	No	No
Change the Wording or add Clarity of a Motion	Amend	"I move to amend the motion by..." (Adding words; striking out words; substitute words)	Yes	Majority
Send to Committee	Commit/Refer	"I move the motion be referred to..."	Yes	Majority
Postpone Action Until a Specific Time	Postpone	"I move the motion be postponed until..." (provide a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	Lay on the Table	"I move to lay the motion on the table."	No	Majority
Limit Debate	Limit Debate	"I move that the debate on this motion be limited to (one)speech of (two) minutes for each member	No	Two – thirds
End Debate or Request a vote	Previous Question	"I move the previous question."	No	Two-Thirds
Take Intermission	Recess	"I move to recess for (time)."	No	Majority
Close Meeting	Adjourn	"I move to adjourn."	No	Majority

Motion to Adjourn

