

# Robert's Rules of Order

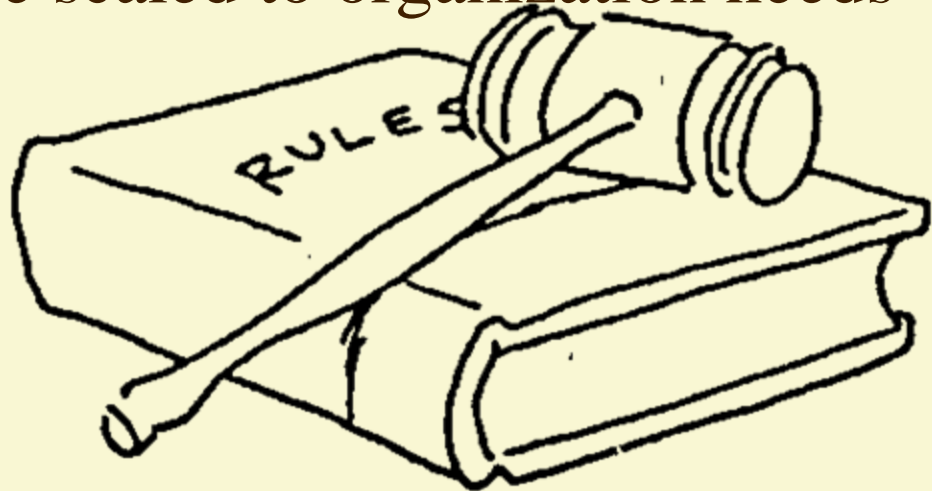
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The classic parliamentary procedures.

# What Is Parliamentary Procedure?

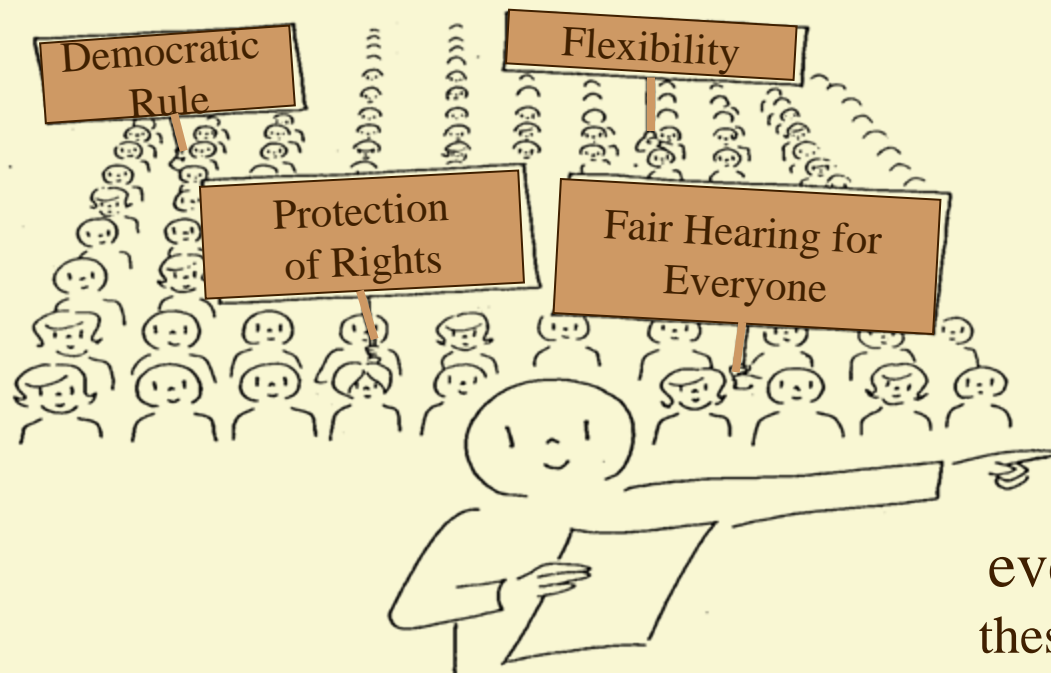
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- 📄 A **Set of Rules** for conducting meetings
- 📄 Allows **EVERYONE** to be heard and make decisions without confusion
- 📄 Flexible – can be scaled to organization needs



# Why Important?

- 📄 Time-tested method of conducting business at meetings and public gatherings
- 📄 Adaptable to needs of any organization



So it's  
important  
everyone know  
these **Basic Rules**

# Concepts

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☞ Making Meeting Work

☞ Basic Principles

☞ Committees Work a little different

☞ Making Motions and understanding  
Precedence

☞ Understanding debate etiquette

# Order of Business

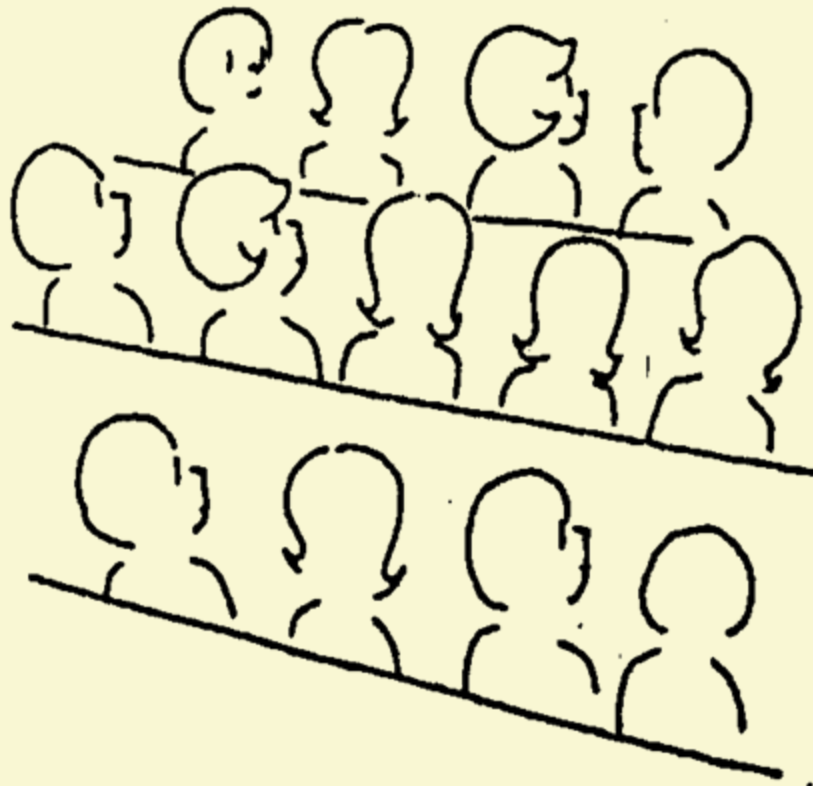


## Typical Example

1. Call to Order
2. Roll Call
3. Minutes
4. Officers Reports
5. Committee Reports  
(standing/permanent first;  
then ad hoc and special  
committees)
6. Special Orders  
(Important business previously  
designated for consideration)
7. Unfinished (Old)  
Business
8. New Business
9. Announcements
10. Adjournment  
(By vote, general consent,  
chair's decision if time  
prearranged by vote)

# Quorum

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- ☞ Number of members that must be present for business to be conducted legally
- ☞ Actual number usually stated in by-laws

# How Members Get Their Say



They **MAKE MOTIONS**  
(A proposal that the assembly  
**Take a Stand** or **Take Action**  
on some issue)

Present motions



Second motions



Debate motions







Vote on motions



# Handling a Motion

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-  Bringing a motion
-  Consider the Motion
-  Vote on the Motion
-  Announce the Results



# 4 Types of Motions

## ☰ Main motions



## ☰ Subsidiary motions



## ☰ Privileged motions



## ☰ Incidental motions





# Questions About Motions

**You should know the answers about your motion before you make it.**

- 📄 **Is it in order?** Must relate to business at hand; be presented at right time; not be obstructive, against by-laws
- 📄 **May I interrupt the speaker?** Depends on motion's importance; Original speaker regains floor after interruption
- 📄 **Do I need a second?** Usually, yes
- 📄 **Is it debatable?** Usually, yes; Some motions are not debatable

# More Questions About Motions

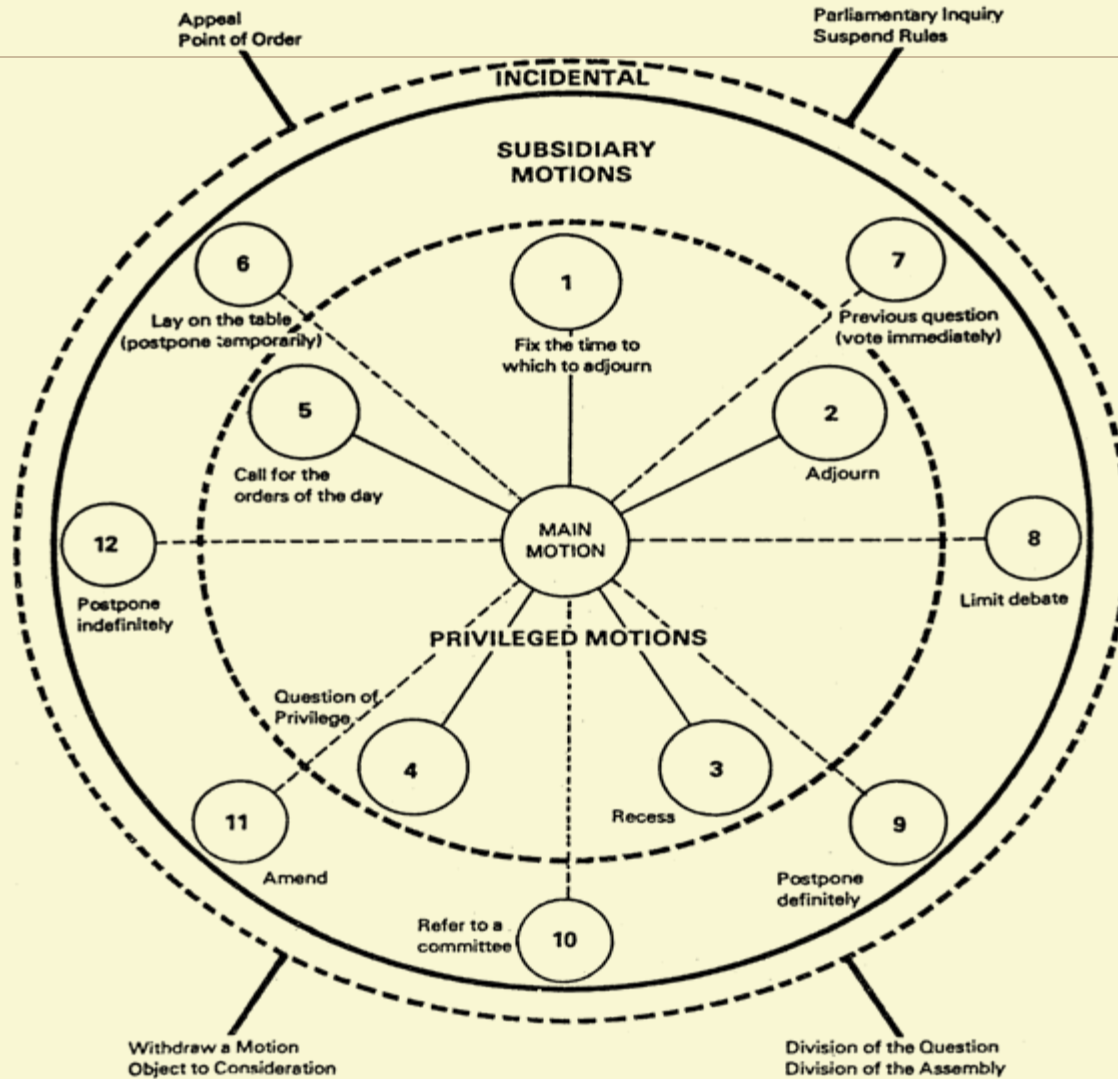
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- 📄 Can it be amended? Some can be; Amendments must relate to subject of main motion
- 📄 What vote is needed? Usually majority; 2/3 for motions concerning rights of assembly/members
- 📄 Can it be reconsidered? Some can, but move to reconsider must come from winning side



# Table of Precedence

TABLE OF PRECEDENCE



# Debate

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 Only Pending Question

 One at a time

 Ten Minutes

 No yielding

 One time

 Speak clearly and BE NICE

# Robert's Rules of Order

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Committees work a little  
different