

ROBERT'S RULES OF ORDER

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RULES OF ORDER IN A COMMITTEE

- All members of the committee have equal rights to participate in debate, except that non-voting members do not have right to vote.
- Substantial parts of the meetings are organized in an informal way.
- Formal parts of meetings are normally conducted in accordance with Robert's Rules.
- The Chair should facilitate an orderly, equal and fair debate to take place on all issues.
- The Chair must take a neutral position and may vote only when his/her vote may change the outcome.

MAIN IDEAS

- Parliamentary procedure is meant to simplify, not complicate the process.
- Everyone has the right to speak once if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- Members discuss one item at a time.

QUORUM

- Can be set by the Standards Committee or Working Group Policies and Procedures; otherwise, a simple majority.

- If no quorum exists a meeting can be called to order; however, the only acceptable actions are:
 - Adjourn
 - Recess and take measures to obtain a quorum

- Once a meeting begins, a quorum is presumed to exist until the Chair or a member notices a quorum no longer exists
 - Member may question the presence of a quorum by making a point of order
 - Once loss of a quorum is confirmed, the only acceptable actions are
 - Adjourn
 - Recess and take measures to obtain a quorum

HOW TO...

Bring up a new idea before the group.

- After recognition by the Chair, present your motion
- A second is required for the motion to go to the floor for consideration
- Once seconded, the motion now belongs to the body for consideration

Kill a motion introduced by another person

- Without recognition from the Chair, state "I object to consideration"
- This must be done before any debate
- This requires no second, is not debatable, must be voted on by the body immediately and requires a 2/3 vote

Change some of the wording in a motion under debate

- After recognition by the Chair, move to amend by adding words, striking words or striking and inserting words
- This may be recognised as a friendly amendment by the person [or body] who proposed the original motion

HOW TO...

Reword a motion under debate beyond simple word changes

- Move to substitute the motion for the original motion
 - If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer

Divide the question

- The motion addresses two or more separate issues
 - Move to divide the question

Refer to a committee

- You want more study and/or investigation given to the idea under debate
 - Move to refer to a committee
 - Be specific as to the charge to the committee

Postpone

- You want more time personally to study the proposal under debate
 - Move to postpone to a definite time or date

HOW TO...

Postpone a motion until some later time

- Move to table the motion

The motion may be taken from the table after 1 item of business has been conducted

If the motion is not taken from the table by the end of the next meeting, it is dead

End Debate

- Move to call the question
 - This cuts off debate and brings the assembly to a vote on the pending question only
 - Requires a 2/3 vote

Take a short break

- Move to recess for a set period of time.

End the meeting

- Move to adjourn

MORE...

You are unsure that the chair has announced the results of a vote correctly

- Without being recognized, call for a “division of the house”
 - At this point a standing vote will be taken

You are confused about a procedure being used and want clarification

- Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry".
 - The chair will ask you to state your question and will attempt to clarify the situation

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side

- Move to reconsider
 - If the majority agrees, the motion comes back on the floor as though the vote had not occurred

To:	You say:	Interrupt Speaker	Second Needed	Debate -able	Amend -able	Vote Needed
Introduce business (Primary motion)	"I move that...."	No	Yes	Yes	Yes	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of a matter	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the question"	No	Yes	No	No	2/3
Postpone consideration of a matter	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority

To:	You say:	Interrupt Speaker	Second Needed	Debat ~able	Amend ~able	Vote Needed
Object to procedure	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider a matter	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Same as original motion	No	Majority
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

SUMMARY

You may **INTERRUPT** a speaker for these reasons only:

- to obtain information about business - **point of information**
- to obtain information about rules - **parliamentary inquiry**
- if you can't hear, safety reasons, comfort, etc. - **question of privilege**
- if you see a breach of the rules - **point of order**
- if you disagree with the chair's ruling – **appeal**

You may influence **WHAT** the members discuss:

- if you would like to discuss something – **motion**
- if you would like to change a motion under discussion – **motion to amend**

You may influence **HOW** and **WHEN** the members discuss a motion

- if you want to discuss the topic at another time – **postpone or lay it on the table**
- if you think people are ready to vote – **call the question**