

Robert's Rules of Order

Meeting Management



Description:

Robert's Rules of Order is the oldest and most commonly used guide to parliamentary procedure, a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. The original book dates back to 1915. Because of its age, the book has been adapted many times and has specific rules about meeting processes, making it confusing to some. This resource will serve as a tool for chapter members and officers to familiarize themselves with Robert's Rules of Order to more effectively manage meetings.

Goals:

- To assist undergraduate leaders in the use of Robert's Rules of Orders during their executive, chapter, and other meetings

Competencies Addressed:

- Self-Governance
- Organizational Leadership
- Applied Learning

Structure of Meeting(s)

- I. Call to Order
- II. Roll Call of Present Members
- III. Reading of the Preceding Meeting's Minutes
 - A. The leader of the meeting will typically ask if there are any additions or changes to the minutes
 - B. This will be followed by a vote to approve the minutes
- IV. Officers' Reports
 - A. These are simple updates and do not include any items that need a vote
- V. Committee Reports
 - A. These are simple updates and do not include any items that need a vote
- VI. Old Business
 - A. This is any item(s) of business that was previously planned for discussion at the current meeting
 - B. This can include any items that were previously discussed at other meetings but have since obtained/received more information and/or the items were not on the agenda to be voted on
 - C. Old business can include business that needs to be voted on
- VII. Regular Business
 - A. This is any item(s) listed on the agenda as regular business for the active body to discuss
 - B. The body can vote on each issue/item listed on the agenda
 - C. The body can NOT vote on an item that is not listed on the agenda for this meeting
 - D. The body can chose to vote to table the discussion on any item until a later date; however, they must set that new date for discussion or postpone discussion indefinitely
- VIII. New Business
 - A. This is where any new items of business that should be brought before the body in need of a vote
 - B. This must include a description on the agenda
- IX. Announcement(s)
 - A. These are any announcements from members of the body that do not include/need to be voted on
- X. Adjournment
 - A. The meeting leader will move for the meeting's adjournment--signifying the end of the meeting

Motions

Motions are a typical method used by members of the body to express themselves during a meeting. A motion is a proposal that the entire body can take action on. There are six basic types of motions...

- I. Main Motions
 - A. Introduces items to the body for their consideration





- B. They cannot be made when any other motion is still on the floor
- II. Subsidiary Motions
 - A. Changes or affects how a main motion is handled and is voted on before a main motion
- III. Privileged Motions
 - A. Brings up any items that are urgent regarding special/important matters unrelated to pending business
- IV. Incidental Motions
 - A. Provides a means of questioning procedure concerning other motions and must be considered before the other motion
- V. Motion to Table
 - A. Used in attempt to kill a motion
- VI. Motion to Postpone
 - A. Used as a means of parliamentary strategy and allows opponents of motion to test their strength without a vote being taken
 - B. Debate is once again open on the main motion
 - C. Can be either a set date or indefinitely

Presenting a Motion

- I. Obtain the floor
- II. Wait until the speaker has finished
- III. Rise and address chairman by saying “Mr. Chairman or Mr. President”
- IV. Wait to be recognized
- V. Proceed to make the motion by saying “I move that” or “Move that we”
- VI. Wait for a second
 - A. Another member will second or the chairman will call for a second
 - B. If there is no second, your motion is lost
 - C. If there is a second, the motion continues into discussion
 - 1. Following discussion, the motion goes up for a vote

