

Robert's Rules of Order

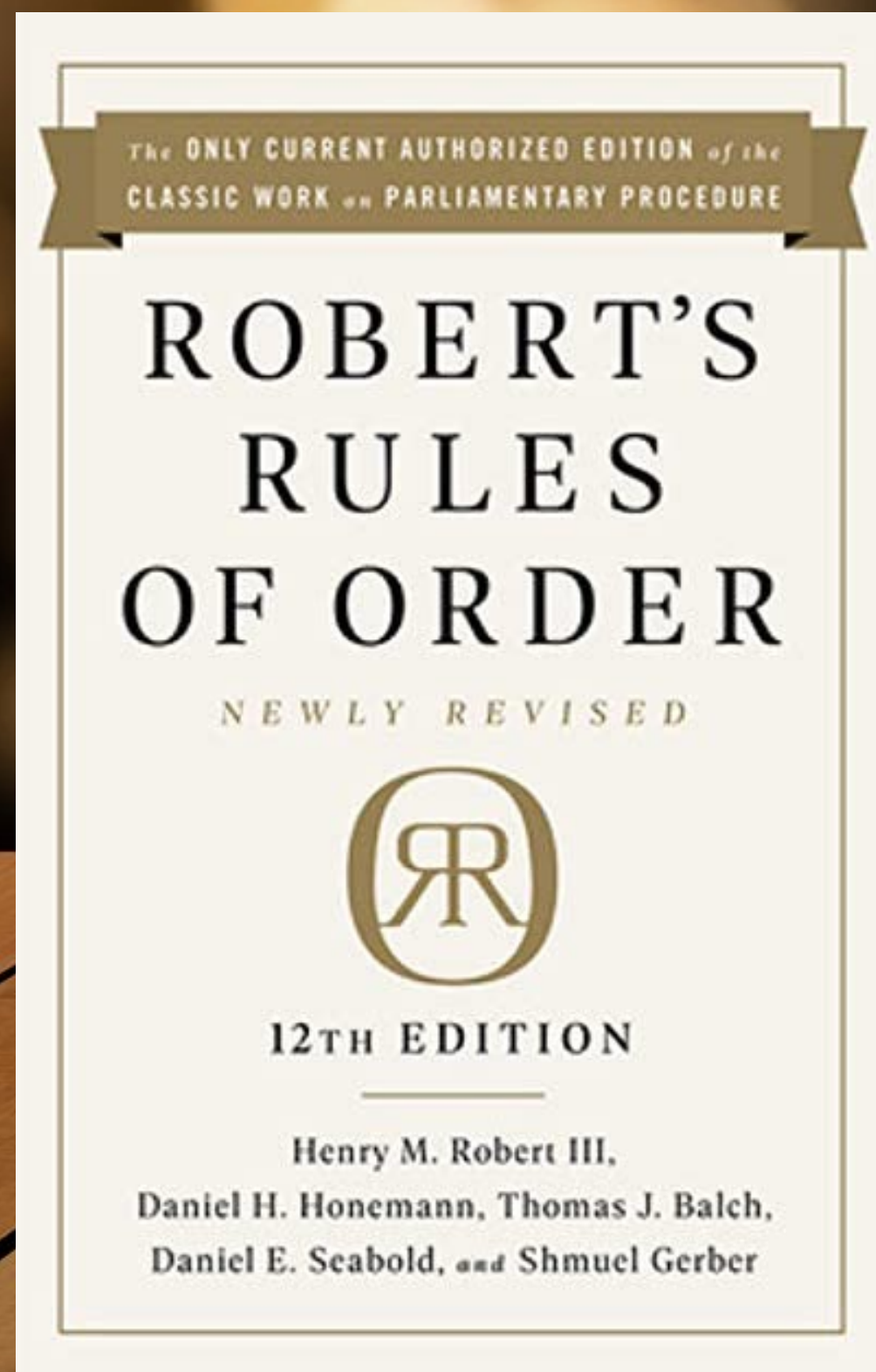
The Basics

Tim Wynn, PRP

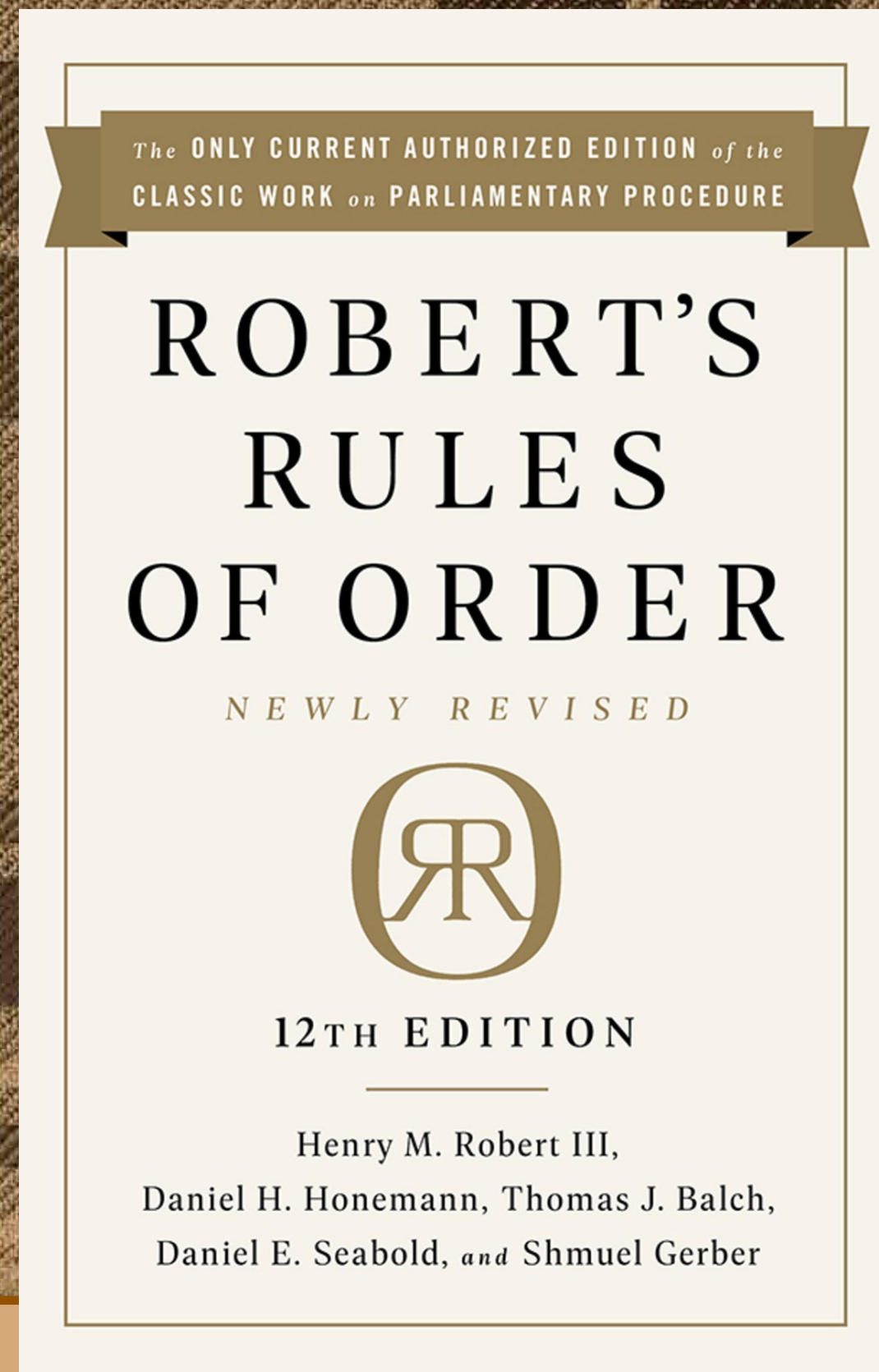
PerfectRules.com

The Basics

Why Robert's Rules Of Order?



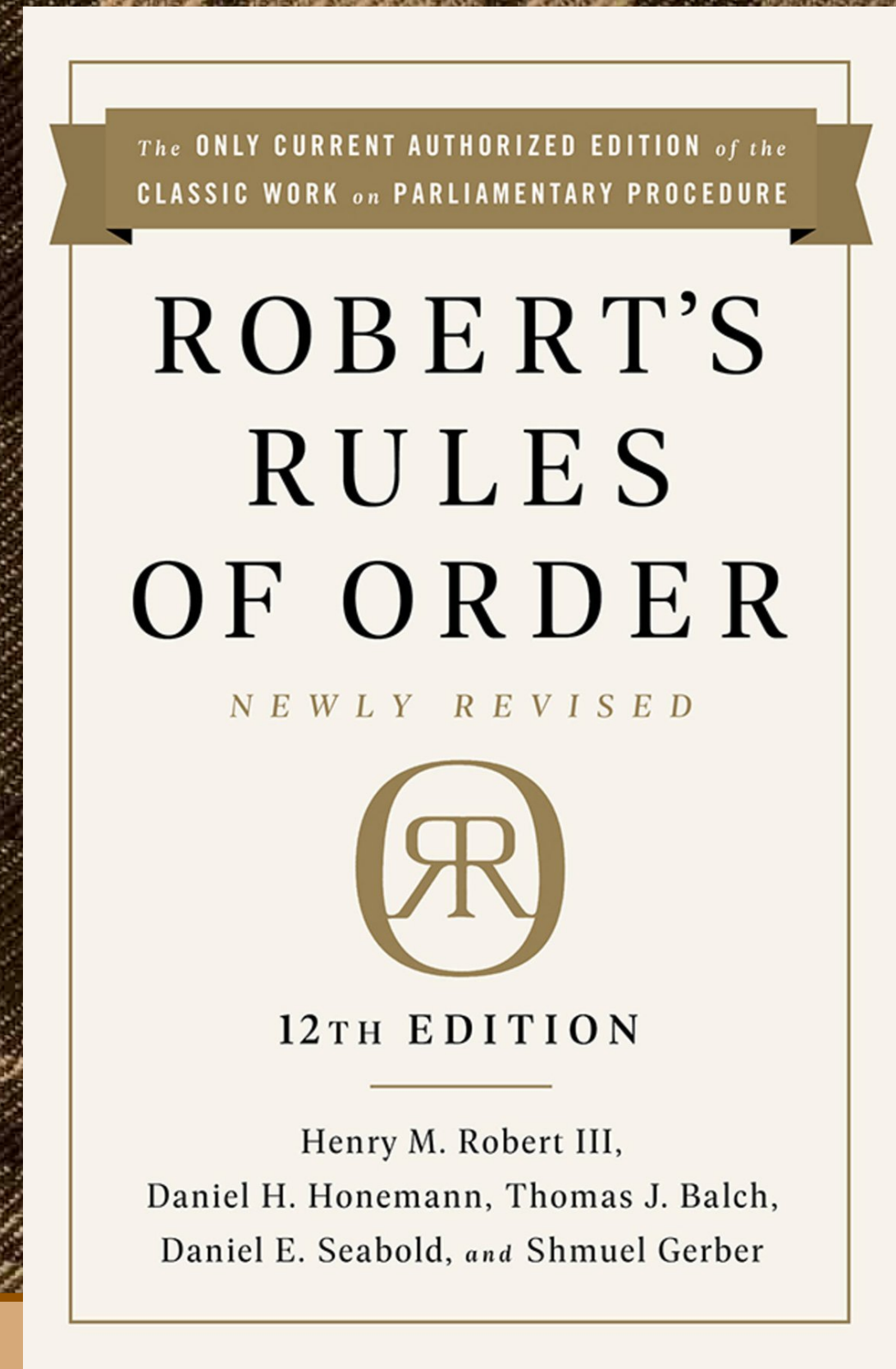
Quick History of Robert's Rules



Quick History of Robert's Rules



General Henry M. Robert



Quick History of Robert's Rules



General Henry M. Robert



New Bedford, MA

Quick History of Robert's Rules

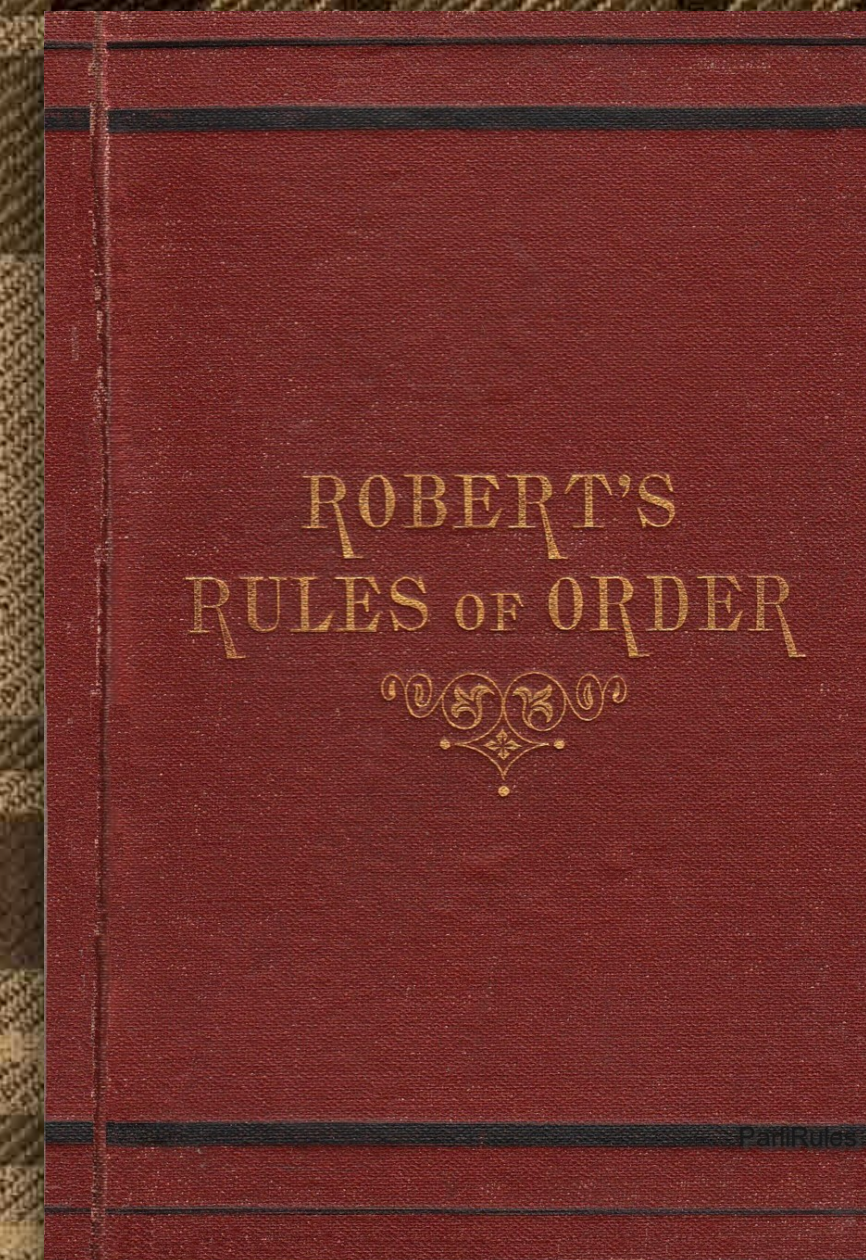


General Henry M. Robert

Quick History of Robert's Rules



1876



General Henry M. Robert

Quick History of Robert's Rules



1876



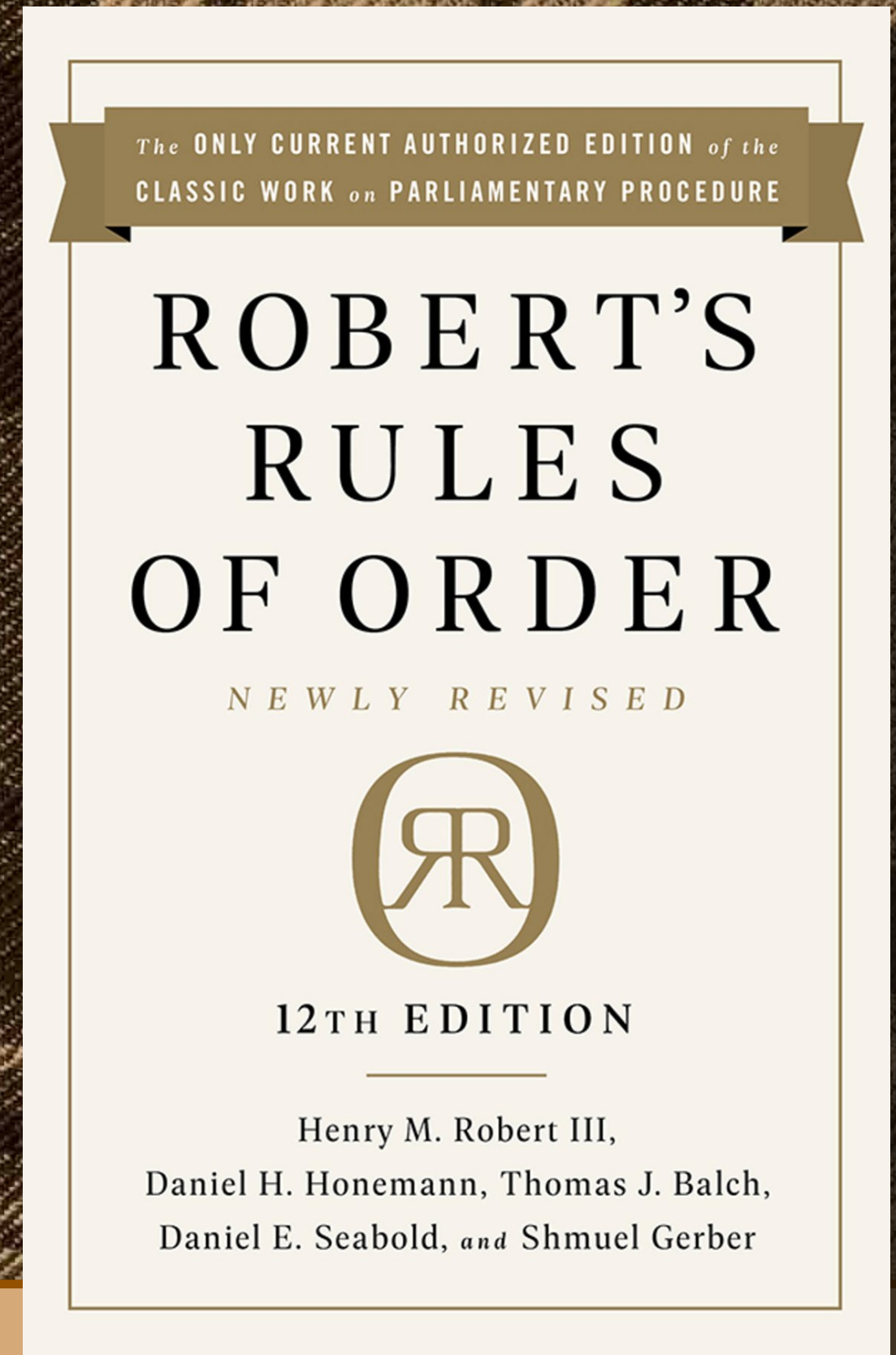
General Henry M. Robert

Quick History of Robert's Rules



Current
Edition

General Henry M. Robert

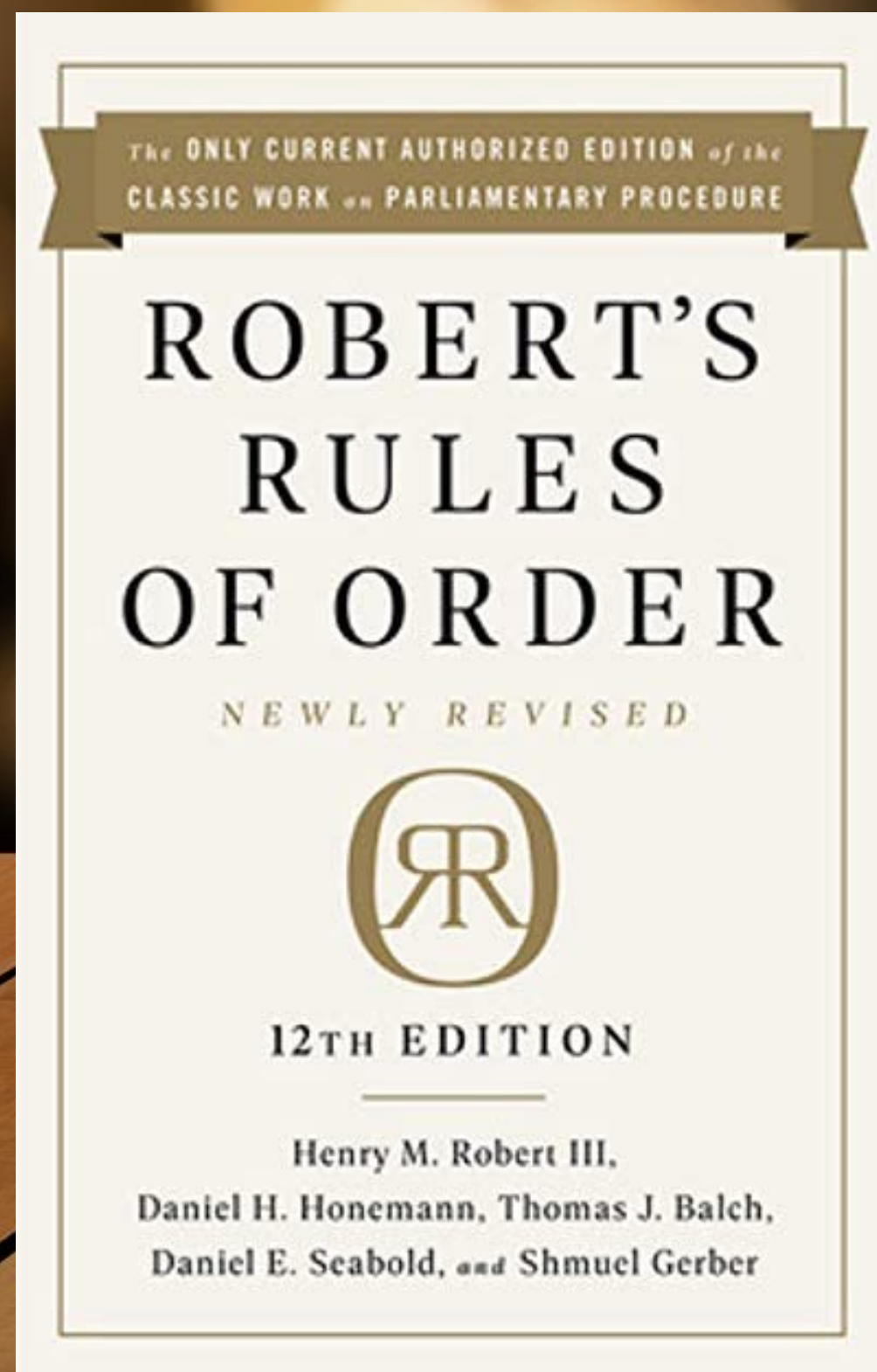


ROBERT'S RULES OF ORDER

“In a board meeting where there are not more than about a dozen members present, some of the formality that is necessary in a large assembly would hinder business. The rules governing such meetings are different from the rules that hold in other assemblies, in the following respects: . . .”

RONR (12th ed.) 49:21

The Basics



Specific Rules

**Is the chair the most powerful
person in a deliberative
assembly?**

a. Yes

b. No

**Is the chair the most powerful
person in a deliberative
assembly?**

b. No

Is the chair the most powerful person in a deliberative assembly?

Each member's opinion has equal weight, as expressed by vote.
Being elected chair gives one more duties, not more power.

b. No

MAKING A POINT OF ORDER

What is the purpose of a Point of Order?

- a. To get business back on track**
- b. To object to a particular action**
- c. To point out a violation of the rules**
- d. To stop a member from speaking**

What is the purpose of a Point of Order?

c. To point out a violation of the rules

Who can make a Point of Order in a board or committee meeting?

- a. Anyone in attendance in a meeting**
- b. Any commissioner or staff member**
- c. Any member of the body that is meeting**
- d. Only the member who has been assigned the floor**

Who can make a Point of Order in a board or committee meeting?

c. Any member of the body that is meeting

Who can second a Point of Order?

- a. Any member except the presiding officer**
- b. Anyone in attendance**
- c. Any member of the body that is meeting**
- d. None of the above**

Who can second a Point of Order?

d. None of the above

What happens after a member states a Point of Order?

- a. The chair makes a ruling on the point**
- b. Members debate the point of order**
- c. The chair asks the secretary to read the pertinent rule**
- d. The Point of Order is followed, unless there is an appeal**

What happens after a member states a Point of Order?

a. The chair makes a ruling on the point

Point of Order

Tools



Point of Order

1

Is Used To Point Out A Violation Of The Rules

Tools



Point of Order

- 1 Is Used To Point Out A Violation Of The Rules
- 2 Can Be Made By Any Member

Tools



Point of Order

1

Is Used To Point Out A Violation Of The Rules

2

Can Be Made By Any Member

3

Does Not Require Recognition

Tools



Point of Order

1

Is Used To Point Out A Violation Of The Rules

2

Can Be Made By Any Member

3

Does Not Require Recognition

4

Normally, Must Be Timely

Tools



Point of Order

DON'T HESITATE!

1 Is Used To Point Out A Violation Of The Rules

2 Can Be Made By Any Member

3 Does Not Require Recognition

4 Normally, Must Be Timely

Tools



POINT OF ORDER



POINT OF ORDER

Point of Order!



POINT OF ORDER

The member will state
the point.



POINT OF ORDER



A Member May Not Speak
Against Another Member In
Debate.



POINT OF ORDER



A Member May Not Speak
Against Another Member In
Debate.



Well Taken

Not Well Taken

POINT OF ORDER



A Member May Not Speak
Against Another Member In
Debate.




Well Taken




Not Well Taken

POINT OF ORDER



The Point Is Well Taken.
Members Are Reminded To Refrain
From Speaking Against Other
Members.



Well Taken

Not Well Taken

Point of Order

Robert's Rules Of Order

“When a member thinks that the rules of the assembly are being violated, he can make a point of order . . . ”

RONR (12th ed.) 23:1

Point of Order

Robert's Rules Of Order

“When a member thinks that the rules of the assembly are being violated, he can make a point of order . . . ”

APPEAL

Appeal

Robert's Rules Of Order

“By electing a presiding officer, the assembly delegates to him the authority and duty to make necessary rulings on questions of parliamentary law.

Appeal

Robert's Rules Of Order

“But any two members have the right to Appeal from his decision on such a question.”

Appeal

Robert's Rules Of Order

“But any two members have the right to Appeal from his decision on such a question.”

What happens when an appeal is made and seconded?

- a. The ruling of the chair is reversed**
- b. The chair must reconsider his decision**
- c. The question is vested in the assembly for final decision**
- d. A committee is formed to decide the matter**

What happens when an appeal is made and seconded?

c. The question is vested in the assembly for final decision

If the presiding officer wants to speak in debate on an appeal, does he have to leave the chair?

a. Yes

b. No

If the presiding officer wants to speak in debate on an appeal, does he have to leave the chair?

b. No

RONR (12th ed.) 24:3(5)

**If the chair is a member of the assembly
and if his vote would affect the
outcome, can he vote on an appeal?**

a. Yes

b. No

RONR (12th ed.) 24:3(7)

**If the chair is a member of the assembly
and if his vote would affect the
outcome, can he vote on an appeal?**

a. Yes

RONR (12th ed.) 24:3(7)

What vote is required to overturn the ruling of the chair?

- a. Majority in the negative**
- b. Two thirds in the negative**

What vote is required to overturn the ruling of the chair?

a. Majority in the negative

RONR (12th ed.) 24:3(7)

APPEAL



APPEAL

I appeal from the
decision of the chair.



APPEAL

Second!



APPEAL

The decision of the
chair is appealed from.



APPEAL

The decision of the chair is appealed from.

Usually Debatable



APPEAL



The decision of the
chair is appealed from.

Usually Debatable

Majority To Overturn The Chair's Ruling



APPEAL



APPEAL

The question is: “Shall the decision of the chair stand as the judgment of the commission?”



APPEAL

The question is: “Shall the decision of the chair be sustained?”



Unanimous Consent

UNANIMOUS CONSENT



UNANIMOUS CONSENT

If there is no objection, \$100 shall be donated to the ABC Foundation.



UNANIMOUS CONSENT

Is there any objection?



UNANIMOUS CONSENT

Since there is no objection, \$100 shall be donated to the ABC Foundation.



UNANIMOUS CONSENT



UNANIMOUS CONSENT

Objection!



UNANIMOUS CONSENT



I object!



**SEEKING
RECOGNITION
&
OBTAINING THE
FLOOR**

SEEKING RECOGNITION



SEEKING RECOGNITION



Madam **Chairman?**



SEEKING RECOGNITION

The **chair** recognizes
the **member**.



SEEKING RECOGNITION

The **chair** recognizes
Commissioner Grant.



SEEKING RECOGNITION



The **chair** recognizes
Commissioner Grant.

Once recognized by the chair,
the member has the exclusive
right to be heard at that time.



Does the chair have the authority to decide who may speak?

- a. Yes, the chair controls which members can speak and at which times**
- b. No, the chair must recognize any member who seeks the floor while entitled to it**

Does the chair have the authority to decide who may speak?

- b. No, the chair must recognize any member who seeks the floor while entitled to it

DEBATE

What Is The Purpose Of A Meeting?



A Meeting is for the TRANSACTION OF BUSINESS

A Meeting is for the TRANSACTION OF BUSINESS

**A Meeting is NOT for Discussing Issues or Talking
About Problems**

A Meeting is for the TRANSACTION OF BUSINESS

A Meeting is NOT for Discussing Issues or Talking About Problems

DEBATE is an essential part of the Transaction of Business

A Meeting is for the TRANSACTION OF BUSINESS

A Meeting is NOT for Discussing Issues or Talking About Problems

DEBATE is an essential part of the Transaction of Business

Idle Discussion is a major hinderance to the process

What Is The Difference Between Discussion And Debate?

Debate Is Discussion On The Merits Of The Pending Motion

DEBATE

DEBATE

**Must pertain to whether the proposal
under consideration should be **ADOPTED****

DEBATE

**Must pertain to whether the proposal
under consideration should be **ADOPTED****

Must pertain to a matter that is **PENDING**

DEBATE

**Must pertain to whether the proposal
under consideration should be **ADOPTED****

Must pertain to a matter that is **PENDING**

Cannot Attack a Member or Question a Member's Motives

DEBATE

**Must pertain to whether the proposal
under consideration should be **ADOPTED****

Must pertain to a matter that is **PENDING**

Cannot Attack a Member or Question a Member's Motives

**In regards to a Member, Cannot contain words such as Lie, Liar, or
Fraud, and Cannot impugn a Member's character**

DEBATE

**Must pertain to whether the proposal
under consideration should be ADOPTED**

Must pertain to a matter that is PENDING

Cannot Attack a Member or Question a Member's Motives

**In regards to a Member, Cannot contain words such as Lie, Liar, or
Fraud, and Cannot impugn a Member's character**

Debate alternates between those In Favor and those Opposed

CAN YOU SAY THIS IN DEBATE?

“This motion is a horrible idea.”

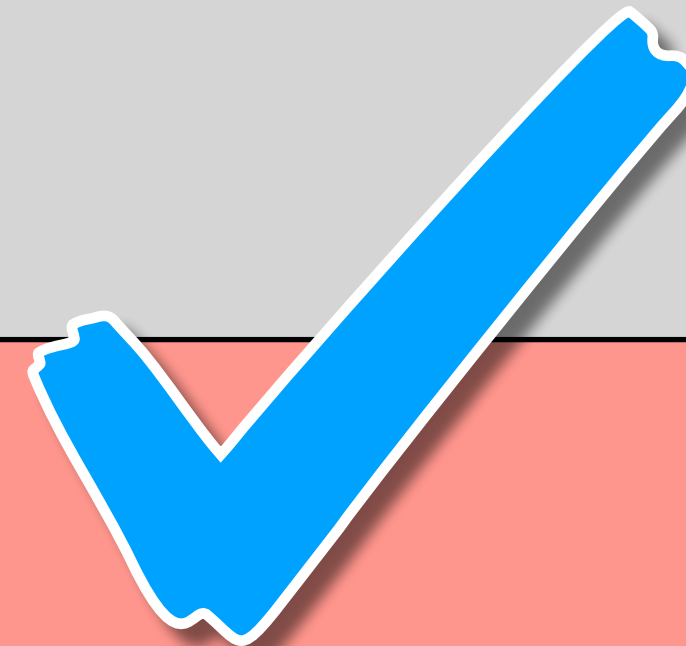
YES

NO

CAN YOU SAY THIS IN DEBATE?

“This motion is a horrible idea.”

YES



CAN YOU SAY THIS IN DEBATE?

“This idea will never work.”

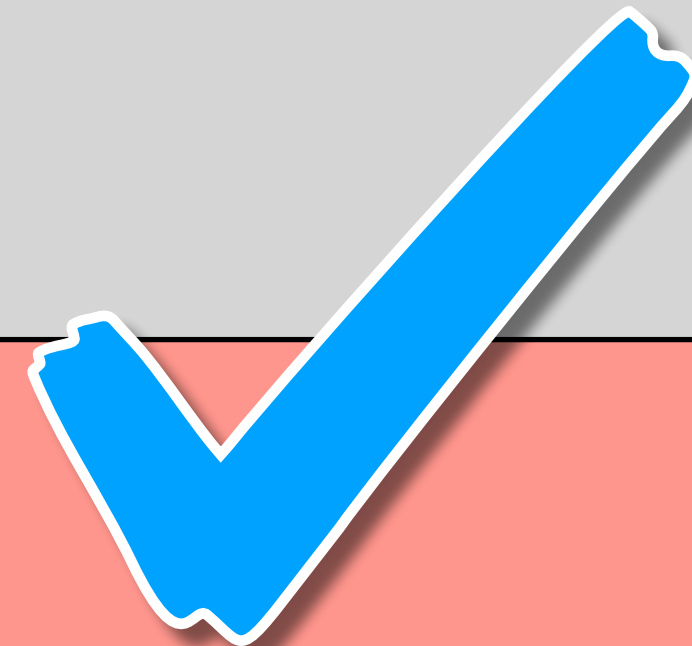
YES

NO

CAN YOU SAY THIS IN DEBATE?

“This idea will never work.”

YES



CAN YOU SAY THIS IN DEBATE?

“While I have the floor, I’d just like to take the opportunity to thank all our volunteers for doing such a wonderful job at the voter-registration drive, last week, and I hope all of you will consider volunteering again, in the drive we’re doing next week.”

YES

NO

CAN YOU SAY THIS IN DEBATE?

“While I have the floor, I’d just like to take the opportunity to thank all our volunteers for doing such a wonderful job at the voter-registration drive, last week, and I hope all of you will consider volunteering again, in the drive we’re doing next week.”



NO

DEBATE

Must pertain to whether the proposal under consideration should be **ADOPTED**

Must pertain to a matter that is **PENDING**

Cannot Attack a Member or Question a Member's Motives

In regards to a Member, Cannot contain words such as Lie, Liar, or Fraud, and Cannot impugn a Member's character

DEBATE

Must pertain to whether the proposal under consideration should be **ADOPTED**

Must pertain to a matter that is **PENDING**

Cannot Attack a Member or Question a Member's Motives

In regards to a Member, Cannot contain words such as Lie, Liar, or Fraud, and Cannot impugn a Member's character

CAN YOU SAY THIS IN DEBATE?

“Before I talk about this motion, I’d like to say that the last motion was truly a great idea, and I’m glad we were able to adopt it.”

YES

NO

CAN YOU SAY THIS IN DEBATE?

“Before I talk about this motion, I’d like to say that the last motion was truly a great idea, and I’m glad we were able to adopt it.”



NO

DEBATE

Must pertain to whether the proposal under consideration should be **ADOPTED**

Must pertain to a matter that is **PENDING**

Cannot Attack a Member or Question a Member's Motives

In regards to a Member, Cannot contain words such as Lie, Liar, or Fraud, and Cannot impugn a Member's character

CAN YOU SAY THIS IN DEBATE?

“If this motion is adopted, residents will leave town -- not necessarily this month or next month, but eventually, our population will decline as a direct result of this motion.”

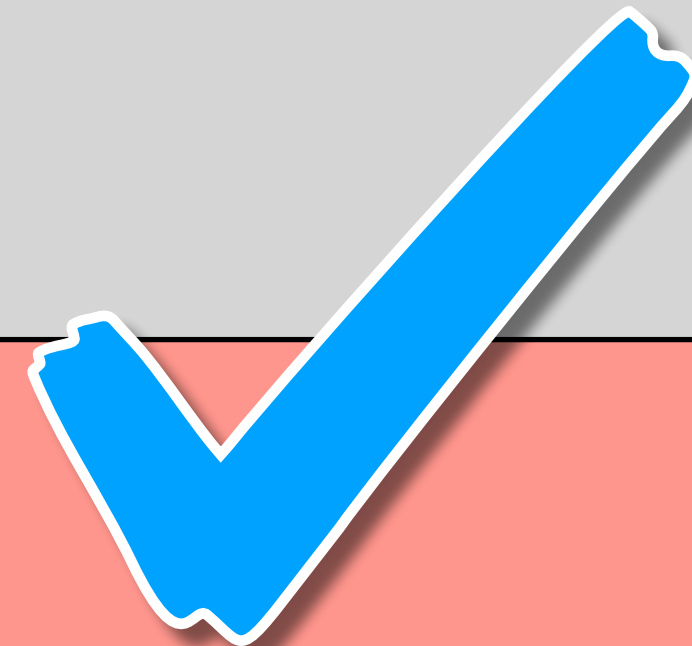
YES

NO

CAN YOU SAY THIS IN DEBATE?

“If this motion is adopted, residents will leave town -- not necessarily this month or next month, but eventually, our population will decline as a direct result of this motion.”

YES



CAN YOU SAY THIS IN DEBATE?

“I feel that the chairman of the fundraising committee only wants to have this raffle because he wants to make a good impression before he runs for office in two months.”

YES

NO

CAN YOU SAY THIS IN DEBATE?

“I feel that the chairman of the fundraising committee only wants to have this raffle because he wants to make a good impression before he runs for office in two months.”



NO

DEBATE

Must pertain to whether the proposal under consideration should be **ADOPTED**

Must pertain to a matter that is **PENDING**

Cannot Attack a Member or Question a Member's Motives

In regards to a Member, Cannot contain words such as Lie, Liar, or Fraud, and Cannot impugn a Member's character

DEBATE

Must pertain to whether the proposal under consideration should be **ADOPTED**

Must pertain to a matter that is **PENDING**

Cannot Attack a Member or **Question a Member's Motives**

In regards to a Member, Cannot contain words such as Lie, Liar, or Fraud, and Cannot impugn a Member's character

CAN YOU SAY THIS IN DEBATE?

“We all heard our fellow member, Mr. Jones, say that last year’s raffle made money. But he knows that’s not true; it lost money.”

YES

NO

CAN YOU SAY THIS IN DEBATE?

“We all heard our fellow member, Mr. Jones, say that last year’s raffle made money. But he knows that’s not true; it lost money.”



NO

CAN YOU SAY THIS IN DEBATE?

“We all heard our fellow member, Mr. Jones, say that last year’s raffle made money. But he knows that’s not true; it lost money.”



NO

DEBATE

Must pertain to whether the proposal under consideration should be **ADOPTED**

Must pertain to a matter that is **PENDING**

Cannot Attack a Member or Question a Member's Motives

In regards to a Member, Cannot contain words such as Lie, Liar, or Fraud, and Cannot impugn a Member's character

DEBATE

Must pertain to whether the proposal under consideration should be **ADOPTED**

Must pertain to a matter that is **PENDING**

Cannot Attack a Member or Question a Member's Motives

In regards to a Member: Cannot contain words such as Lie, Liar, or Fraud, and Cannot impugn a Member's character

TIPS FOR EFFECTIVE DEBATE

TIPS FOR EFFECTIVE DEBATE

1. State Whether You're For or Against the Motion

TIPS FOR EFFECTIVE DEBATE

1. State Whether You're For or Against the Motion

2. Give Your Reasons for Your Position

TIPS FOR EFFECTIVE DEBATE

1. State Whether You're For or Against the Motion

2. Give Your Reasons for Your Position

3. Recognize Counterpoints

TIPS FOR EFFECTIVE DEBATE

1. State Whether You're For or Against the Motion

2. Give Your Reasons for Your Position

3. Recognize Counterpoints

4. Urge Support, if Desired

Ending Debate

When can the chair end debate?

- a. When everyone has had an opportunity to speak
- b. When no new points are being raised
- c. Whenever he chooses
- d. Never

When can the chair end debate?

d. Never

What should the chair do when no member responds to his call for debate?

- a. Ask for a motion to close debate**
- b. Say “If there is no objection, debate will be closed.”**
- c. Announce that debate is now closed**
- d. Put the question on the pending motion to a vote**

**What should the chair do when
no member responds to his call
for debate?**

d. Put the question on the pending motion to a vote

**Is a motion to LIMIT or END
DEBATE debatable.**

a. Yes

b. No

**Is a motion to LIMIT or END
DEBATE debatable.**

b. No

RONR (12th ed.) 15:5(5)

What vote is required to LIMIT or END DEBATE?

- a. One-third vote**
- b. Majority vote**
- c. Two-thirds vote**
- d. Same vote as the motion to which it applies**

What vote is required to **LIMIT or END DEBATE?**

c. Two-thirds vote

RONR (12th ed.) 15:5(7)

PREVIOUS QUESTION

(Calling the Question)

ROBERT'S RULES OF ORDER

“The Previous Question is the motion used to bring the assembly to an immediate vote on one or more pending questions”

RONR (12th ed.) 16:1

PREVIOUS QUESTION (CALLING THE QUESTION)

PREVIOUS QUESTION (CALLING THE QUESTION)

1. Can Be Made By Any Member Who Has The Floor

PREVIOUS QUESTION (CALLING THE QUESTION)

1. Can Be Made By Any Member Who Has The Floor

2. Requires A Second

PREVIOUS QUESTION (CALLING THE QUESTION)

1. Can Be Made By Any Member Who Has The Floor

2. Requires A Second

3. Is NOT Debatable

**PREVIOUS QUESTION
(CALLING THE QUESTION)**

1. Can Be Made By Any Member Who Has The Floor

2. Requires A Second

3. Is NOT Debatable

4. Requires a Two-Thirds Vote for Adoption

PREVIOUS QUESTION



PREVIOUS QUESTION

I move the
Previous Question.



PREVIOUS QUESTION

Second!



PREVIOUS QUESTION

The previous question is moved and seconded.



PREVIOUS QUESTION

A cartoon illustration of a woman with short brown hair, wearing glasses and a grey blazer over a white shirt. She is standing behind a wooden podium with four microphones. She is smiling and has her right hand raised, pointing towards the speech bubble.

Those in favor of ordering the
previous question, raise your hand. ...
Hands down.

PREVIOUS QUESTION

A cartoon illustration of a woman with short brown hair, wearing glasses and a grey blazer over a white shirt. She is standing behind a wooden podium with four microphones. She is smiling and has her right hand raised, pointing towards the speech bubble.

Those opposed, raise your hand. ...
Hands down.

PREVIOUS QUESTION

There are two thirds in the affirmative, and the previous question is ordered.



PREVIOUS QUESTION



Not Debatable

PREVIOUS QUESTION



Not Debatable

Requires A Two-thirds Vote

PREVIOUS QUESTION



Less Formal

PREVIOUS QUESTION

I move to end debate.

Less Formal



PREVIOUS QUESTION



Less Formal

Not Debatable



PREVIOUS QUESTION



Less Formal

Not Debatable

Requires A Two-thirds Vote



RIGHTS AND RESTRICTIONS FOR THE MAKER OF A MOTION

Maker Has The Right To Speak First In Debate

RIGHTS AND RESTRICTIONS FOR THE MAKER OF A MOTION

Maker Has The Right To Speak First In Debate

Maker Cannot Speak Against His Own Motion

Robert's Rules of Order

The Basics

Tim Wynn, PRP

PerfectRules.com