

Robert's Rules of Order Tips and Reminders

Robert's Rules of Order, which is similar to parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.



Follow the agenda to keep the group moving toward its goals.



Let the group do its own work; don't over-command.



Control the flow of the meeting by recognizing members who ask to speak.



Let all members speak once before allowing anyone to speak a second time.



When discussions get off-track, gently guide the group back to the agenda.



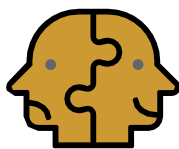
Model courtesy and respect, and insist that others do the same.



Help to develop the board's skills in parliamentary procedure by properly using motions and points of order.



Give each speaker your undivided attention.



Keep an emotional pulse on the discussions.



Allow a consensus to have the final authority of the group.



Robert's Rules of Order Cheat Sheet

TYPES OF MOTIONS

1. **Main Motion:** Introduce a new item
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
3. **Privileged Motion:** Urgent or important matter unrelated to pending business
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

EVERY MOTION HAS 6 STEPS

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

TIP! If the board is in obvious agreement and the meeting is not on Zoom, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions. If a member objects, first ask for debate, then vote and then announce the vote. Zoom meetings require roll call votes.

REQUESTING POINTS

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Board members can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.

Point of Order: Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.

Point of Information: A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.

Point of Inquiry: A member may use Point of Inquiry to ask for clarification in a report to make better voting decisions.

Point of Personal Privilege: A member may use Point of Personal Privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.* A member may make a Motion to Reconsider something that was already disposed; however, the reconsidered motion may not be subsequently reconsidered. A Motion to Reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.

ACTION	WHAT TO SAY	CAN I INTERRUPT SPEAKER?	NEED A SECOND?	CAN BE DEBATED?	CAN BE AMENDED?	VOTES NEEDED
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..." (Add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ____ minutes."	No	Yes	No	Yes	2/3 vote
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a motion	"I move to table."	No	Yes	No	No	Majority

TIPS TO MAINTAIN GOOD RULES DURING ELECTRONIC/REMOTE MEETINGS

1. The staff liaison should post the date and time, URL, and any meeting passcodes in the agenda well before the meeting starts. Ideally, the agenda is stored within a secure board management platform, like Zoom. The secretary should also set up an alternative audio connection to the Internet meeting platform, along with the phone number and access codes for those who can only participate by phone.
2. The secretary should set up the meeting time for at least 15 minutes before the actual meeting start time to allow members time to enter the platform and resolve any technical difficulties.
3. Members should identify themselves upon entering the meeting and plan to remain on the platform for the duration of the meeting. If they need to leave early, they should sign out of the platform as they leave the meeting.
4. Each member is responsible for their own audio and internet connections. Boards shouldn't invalidate any actions because an individual member's electronic connection prevented them from participating in the meeting.
5. If the chair recognizes a member to speak on the floor, the chair should clear the queue of members who also sought recognition. Members can seek recognition again and the chair should recognize a member for the purpose of determining whether the member is entitled to preference in recognition.
6. Certain groups are too large for everyone to be seen on video. The chair, secretary or tech assistant should arrange the platform so that the chair's video is pinned to the screen throughout the meeting. Also, the person handling tech issues should arrange the platform so that a member is recognized to speak that person's video displayed.
7. At the close of the meeting, the board chair may choose to summarize discussions and ask if they missed anything.
8. Consider holding a recap session at the close of your board meeting to get feedback from the members on how well the technology worked and ask for suggestions on how to ensure your meetings are being run efficiently.