

Robert's Rules of Order



NSDC NAACP Youth Council

May 18, 2019

Presented by:

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What is Parliamentary Procedure?

- The formal procedures used by a **deliberative assembly** to present and discuss possible courses of action, make decisions and keep order
- The ***rules of democracy*** - the commonly accepted way in which a group of people come together to conduct their business





Benefits

- Enhanced leadership credibility
- Faster and more efficient meetings
- Prevention of illegal actions
- Improved communication skills



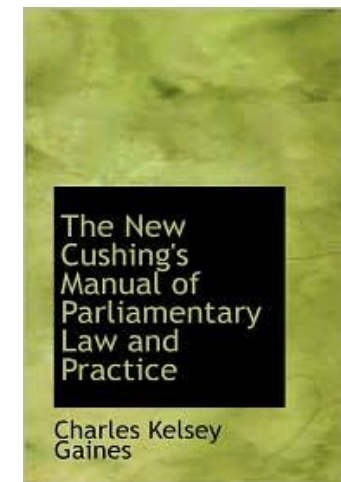
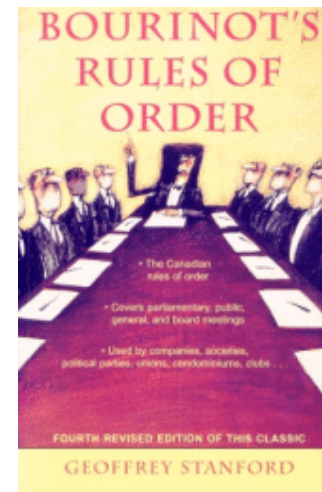
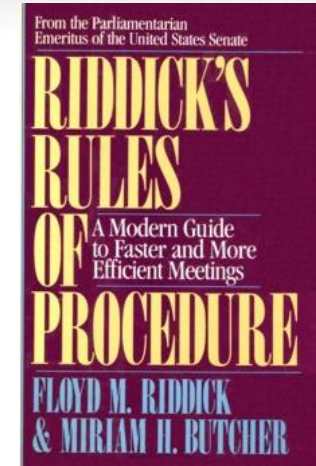
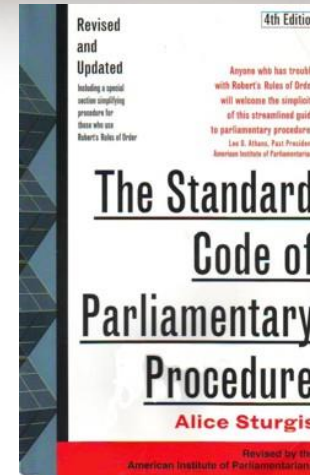
The Basic Principles

- Courtesy and justice for all
- Consideration of only one subject at a time
- Rights of absent members must be protected
- The minority must be heard
- The will of the majority must prevail



Who Uses These Rules?

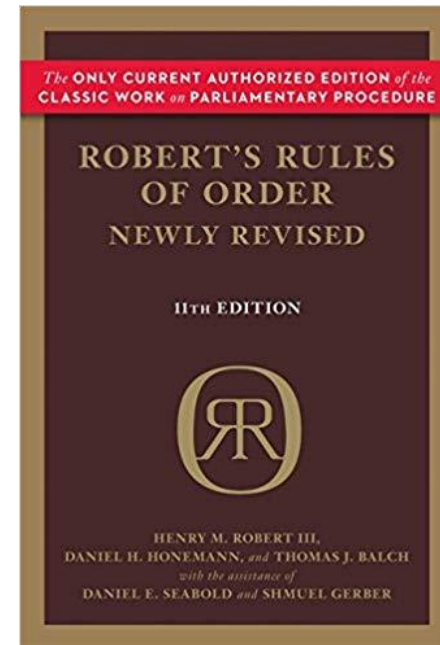
- Congress
- Student Government
- City Council Meetings
- Faith-Based Organizations
- Corporate Boards
- School Boards
- Homeowners' Associations
- Professional Associations
- Fraternities and Sororities
- Various Clubs





Why Robert's Rules...Rules!

- Out of all organizations that use parliamentary procedure, approximately **95%** choose **Robert's Rules of Order** as their parliamentary authority



History of Robert's Rules

- Formalized by Henry M. Robert
- US Army general and engineer
- First edition published in 1876
- The most popular authority
- Over 5 million copies in print

“Where there is no law, but every man does what is right in his own eyes, there is the least of real liberty.”

– Henry M. Robert


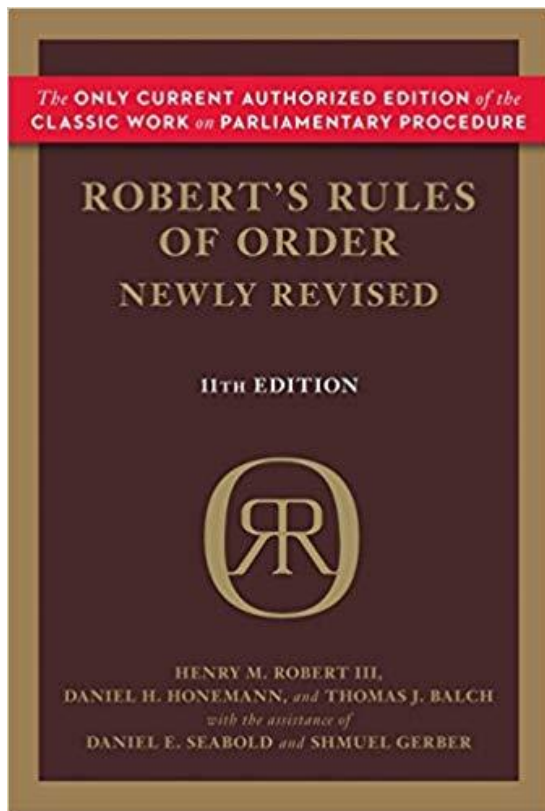




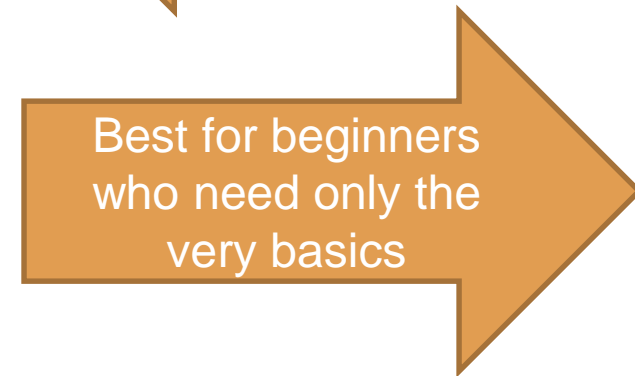
Robert's Rules Official Books

- There are only TWO official books
- Current version - 11th edition, published in 2011

704 PAGES

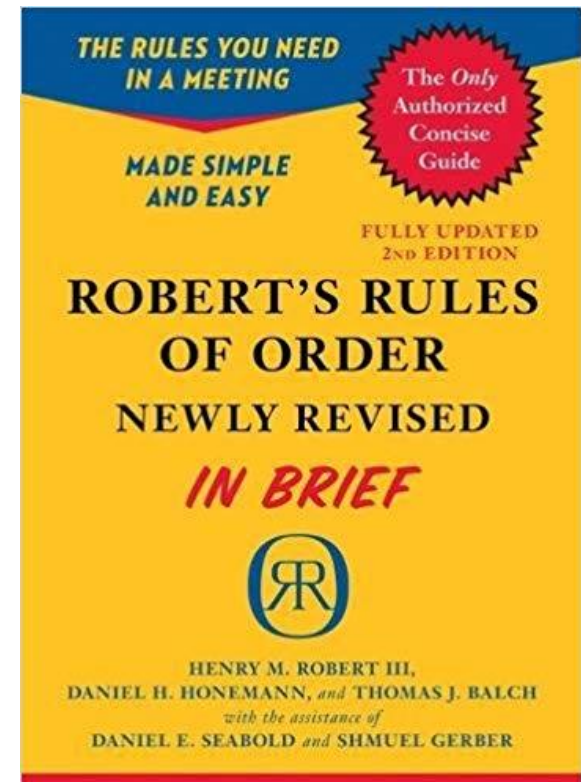


Best used for
reference and
technical details



Best for beginners
who need only the
very basics

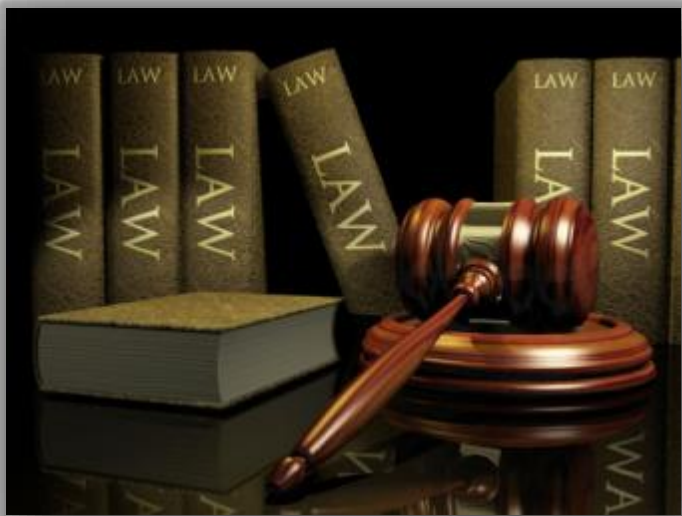
198 PAGES



What is a Quorum?

- A quorum **must** be present to transact business
- Quorum requirement is established by the local unit per the NAACP Bylaws, which state:

“The percent of members of a Campus House of Representatives attending a meeting to establish a quorum must be 50% plus one of the membership rounded up.”





How to Act at a Meeting

- Remain quiet while others are speaking
- Address others by their title and avoid first names
- If you must leave the room, request permission
- If giving a speech, state your name and position
- All communications in a meeting are **public record**



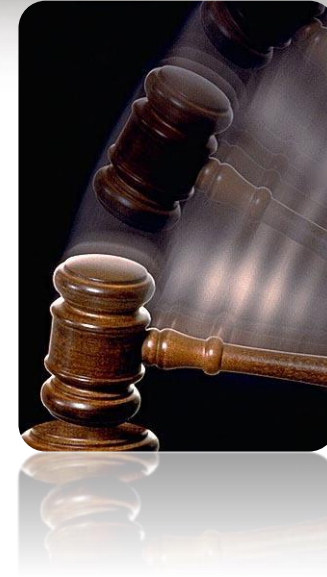
Agenda

- An agenda sets out the business order in which specific items are to be considered
- Must be approved by majority vote soon after the start of the meeting
- Once approved, it is the property of the assembly



Standard Order of Business

- Call to Order **Start**
- Invocation
- Roll Call
- Officer & Committee Reports
- Tabled Business
- Old Business
- New Business
- Announcements
- Benediction
- Adjournment **Finish**



**NSDC NAACP Youth Council
Executive Committee (EC) &
General Body (GB) meetings**



All About Motions

- Motion - what is it?
 - **A formal proposal for consideration and action**
 - **Only one subject can be considered at a time**
 - **No main motion can be made while another motion is before the assembly**
 - To make a motion say, ***“I move that...”***
- Seconding Motions
 - After a motion is seconded, it is stated by the chair
 - Doesn't reflect “agreement”, but simply allows for discussion
- Debating (Discussing) Motions
- Voting





8 Steps in Processing a Motion

- **Step 1:** Member rises and addresses the chair when nothing else is pending
 - *Say: “Mr. / Madam Speaker”*
- **Step 2:** Chair recognizes member by nodding at the member or stating his/her name
 - *Chair replies: “Mr. Smith”*
- **Step 3:** Member states his/her motion
 - *Say: “I move that...”*





8 Steps in Processing a Motion

- **Step 4:** Another member seconds the motion by raising a hand and calling out “*Second*” or “*I second*”.
- **Step 5:** Chair states the motion and places it before the assembly for discussion.
 - *“It is/has been moved and seconded that...”*
 - *“Is there any discussion?”*





8 Steps in Processing a Motion

- **Step 6:** Members have the right to get recognition and debate the motion. During debate, subsidiary motions (i.e. amend, refer) may be introduced to help the assembly make a final decision
- **Step 7:** Next, the chair puts the question to a vote
 - *“Are you ready for the question?”*
 - *“The question is on the adoption of the motion that...”*
 - *“Those in favor, say Aye or Yea.”*
 - *“Those opposed, say Nay.”*





8 Steps in Processing a Motion

- **Step 8:** Chair announces the results of the vote.
 - “The Aye’s **[or Nay’s]** has it; the motion is adopted/carried **[not adopted/failed]**; we will **[will not]**...”
 - “The next order of business is...”



Types of Motions

- Main Motion
 - Brings new business (or next agenda item) before the assembly
- Subsidiary Motion
 - Changes or affects how a main motion is handled
- Privileged Motion
 - Concerns matters of great importance or urgency that are unrelated to pending business
- Incidental Motion
 - Provides a means of questioning procedure concerning other motions and must be considered before the other motion



Frequently Used Motions

- Amend
 - Insert, strike out, or strike out and insert words
 - Used to clarify or improve the wording of the original motion
 - Must be germane to that motion
- Call for the Question
 - A demand to cease discussion and vote
- Commit or Refer
 - Refers question to a specific committee
- Lay on the table
 - Temporarily suspends further action on pending question





Frequently Used Motions

- Limit or extend limits of debate
 - **Modifies the rules of debate, such as length of speaking time**
- Postpone Indefinitely
 - **Rejects the main motion without bringing it to a direct vote**
- Reconsider
 - **Can be made only by a member of the prevailing side who has changed position or view**
- Suspend the Rules
 - **Allows for a violation of certain rules (depending on the context)**
 - **The object of the suspension must be specified**





Getting Your Point Across

- **Point of Order**
 - **Brings attention to an infraction of the rules of order**
 - **Must be raised immediately after the error is made**
- **Point of Privilege**
 - **Pertains to noise, personal comfort, etc.**
 - **May interrupt only if necessary**
 - **Usually abbreviated as “POP”**
 - **Use this to request to leave the room for any reason**
 - **Upon return, someone should motion to “Admit All Members”**





Asking Questions

- Parliamentary Inquiry
 - A question directed to the chair to obtain information on a matter of parliamentary law or other rules.
- Point of Information
 - A request directed to the chair, or through the chair to another person, for information relevant to the business at hand.
 - Usually abbreviated as “POI”





Roll Call Voting

- Most votes are done by taking roll
- Three responses in which a member may vote:
 - “For” (In favor of the motion or legislation)
 - “Against” (Opposed to the motion or legislation)
 - “Abstain” (Neither for nor against)
- Members may abstain only if there is a distinct conflict of interest





Voting by Unanimous Consent

- For certain parliamentary motions, the chair may simply ask the assembly if there is any objection to taking the desired action.
- If no member objects, the chair declares that the action has been agreed to.
- If even *one* member objects, the chair must then state the question and follow the complete voting guidelines.



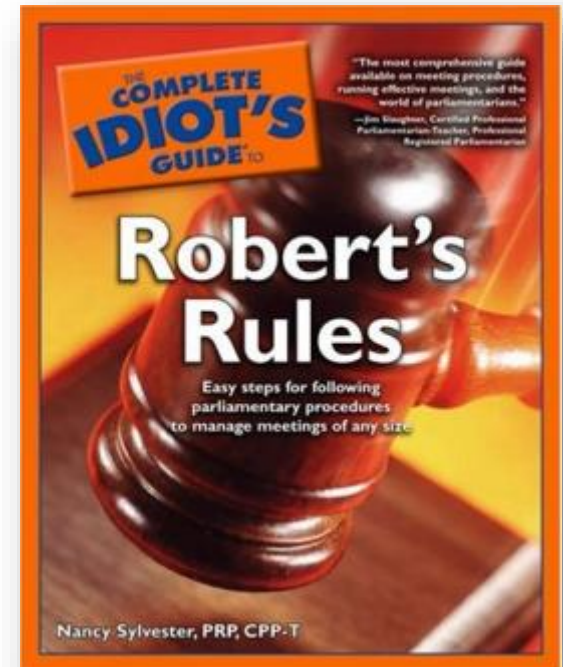
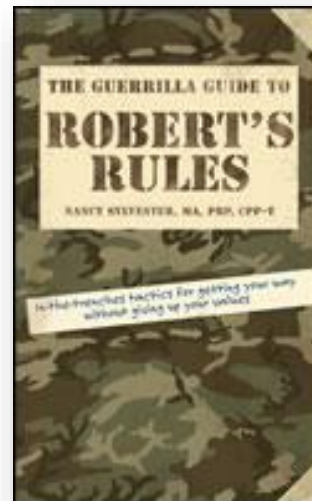
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For More Information

- Books
 - **The Complete Idiot's Guide to Robert's Rules**
 - **The Guerrilla Guide to Robert's Rules**
- Websites
 - **RobertsRules.com**
 - **RulesOnline.com**



Questions

