

Robert's Rules of Order

For

**The Annual General Meeting
The Board Meeting
The Committee Meeting**

**Presented
By
John F. Noonan**



Why Parliamentary Procedure

- To determine & execute the will of the assembly
 - To provide an orderly and expeditious manner of transacting business
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The Fundamental Principles

- --Justice and Courtesy for ALL
 - --Do only One Thing at a Time
 - --The Majority Rules
 - --The Minority has a Right to be Heard
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The Basic Definitions

- 1. Quorum
 - 2. Bylaws
 - 3. Special Rules of Order
 - 4. Rules of Order
 - 5. Standing Rules
 - 6. Motion
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Getting Started

- Bylaws
 - Notice
 - Credentials Report (Quorum)
 - Conference Rules
 - Approval of the Agenda
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The Main Motion

- A formal proposal
 - By a member
 - In a meeting
 - Assembly take certain action
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Main Motions



-I move
-I move the adoption of the following resolution
-Resolved that



Making a Motion

1. Address the chair
 2. Second the motion
 3. *States the motion
 4. *Calls for debate
 5. *Take the vote
 6. *Announce the result
-



Processing a Main Motion

- (M) Purchase a quantity of widgets
 - (AMM) Strike the word
 “*quantity*”
 Insert the words
 “*one gross*”
 - (AA) Add the words
 “*at a cost not to exceed \$5.00 /unit*”
-



Motion As Amended

- *“That we purchase one gross of widgets at a cost not to exceed \$ 5.00 per unit.”*
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Usual Order of Business

- Approval of minutes
 - Reports of officers, boards and standing committees
 - Reports of special committees
 - Special orders
 - Unfinished business and general orders
 - New business
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Conducting the Association's Business

- Call to Order
 - Gavel
 - Opening Ceremonies
 - Prayer/Invocation
 - National Anthem
 - Association
 - Roll Call (Optional)
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Approval of the Minutes

- Corrections
 - Previous Corrections
 - Chronological order
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Reports

- Officers
 - Chair
 - C.E.O.

- Standing Committees

(Call on only those who have a report to make.)



Financial Information

- Treasurer's Report

- No Action
- File for Audit

- Auditor's Report

- Report is adopted/accepted
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Other Reports

- Executive Committee
 - Special (Ad Hoc) Committees
 - Special Orders
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Unfinished Business and General Orders

- Never refer to as Old Business
 - Should come from the minutes
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New Business

- Introduced through:-
 - A main motion or
 - A resolution
-



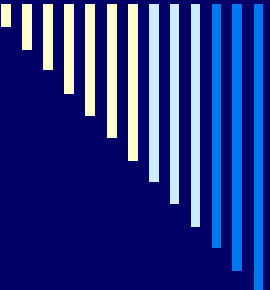
Conclusion

- Announcements
 - Program
 - Adjournment
 - When the assembly so votes
 - At prescribed time
 - No further business
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Taking the Vote

- Voice
 - Show of Hands
 - Rising
 - Counted rising vote
 - Ballot
 - Chairs vote?
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The President!

When Presiding!

- The acts and decisions of the Presiding Officer are those of the assembly unless reversed by the assembly.

 - She is the voice of the assembly.
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*“Well, that makes it four ‘aye’s, two ‘nay’s
and one ‘hey no problem.”*



Point of Order

- Chair rules
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Appeal

- The Motion

- “I Appeal from the decision of the Chair.”



The Question?

- “Shall the decision of the Chair be sustained?”
 - “Shall the decision of the Chair stand as the judgment of the assembly?”
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7 Subsidiary Motions

- Lay on the table
 - Previous question
 - Limit or extend (limits of debate)
 - Postpone definitely
 - Refer to Committee
 - Amend
 - Postpone indefinitely
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5 Privileged Motions

- Fix the time to which to adjourn
 - Adjourn
 - Take a recess
 - Raise a question of privilege
 - Call for the orders of the day
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Your Turn !

- Questions
 - Comments
 - Input
 - Concerns