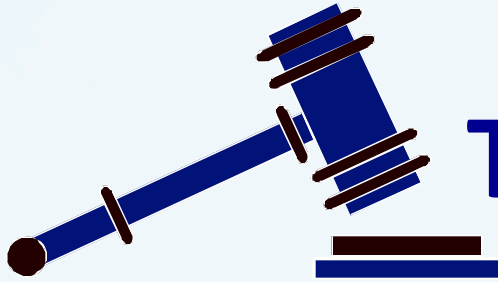


SURVIVAL TIPS on ROBERT' S RULES

Executive Administrative Assistant Training

Timi C Tullis, AASB





Today's Agenda

- Today we will cover:
 - Parliamentary Basics
 - Common Mistakes





Robert's Rules Who Needs Them?

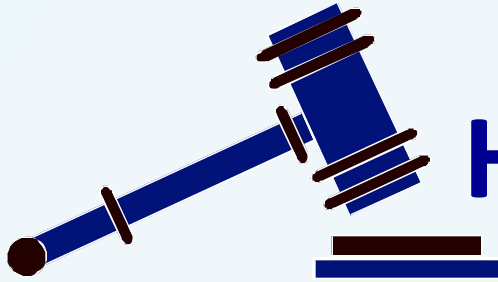
Parliamentary Procedure is
designed to facilitate business,
not complicate it.

Remember...

- It's logical & should make sense.
- It doesn't have the force of law.
- If you have questions, get help.



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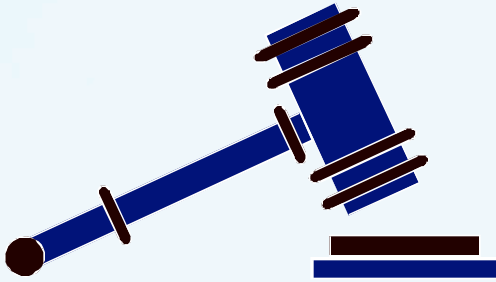


How It All Began

- Originally the name for the rules governing the English Parliament
- Informally used in early American societies
- In 1876, Henry M. Robert compiled basic rules in a “pocket manual”

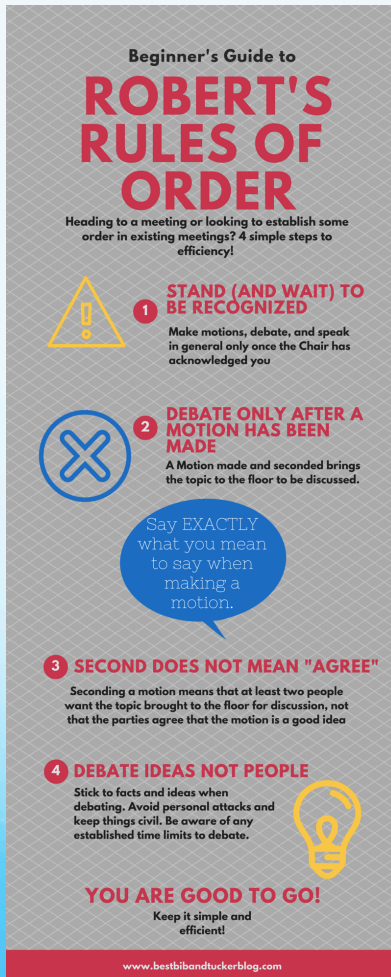


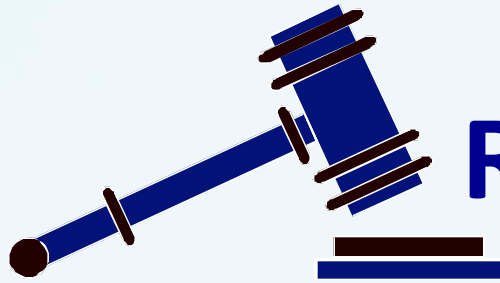
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Key elements:

- ◆ A board chair that knows and understands Robert's Rules for small boards and what its purpose.
- ◆ A board that understands and is somewhat familiar with Robert's Rules.
- ◆ A willingness to use Robert's Rules to serve the good of the body.



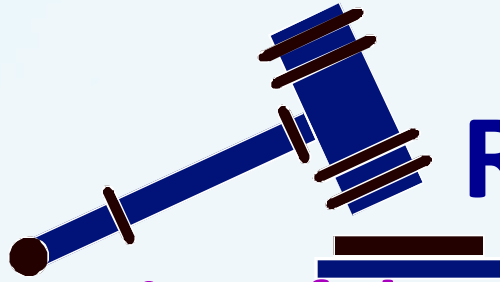


Role of the Chair

The chair of the board is responsible for facilitating the meeting and ensuring a fair and equitable process that is efficient and thorough.



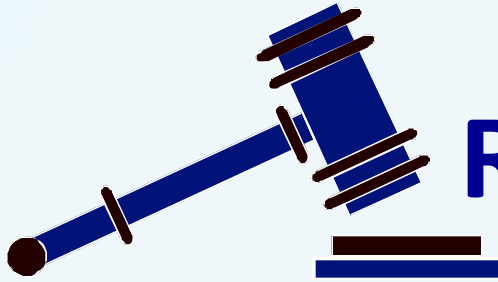
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Role of the Chair

Duties of the chair at the meeting:

- Be the servant of the group, not the “boss.”
- Facilitate the meeting agenda
- Recognize speakers and who has the “floor”
- Facilitate debate and actions on motions
- Maintain order and decorum
- Rule on points of order



Role of the Chair

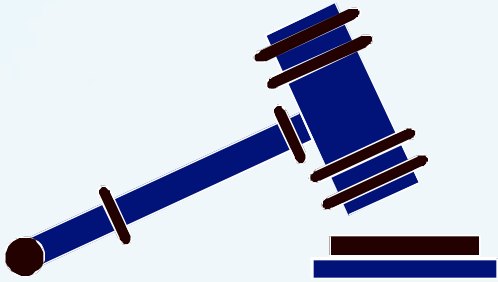
For small boards, Robert's Rules allows the chair to make motions, debate, and vote.
(Check your board policy to confirm.)

ROBERT'S RULES
MADE SIMPLE

THE EASY WAY TO LEARN
ROBERT'S RULES OF ORDER



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Main Motions

A Main Motion

brings business before the group!

The proper way to make a motion is to
say, “I move...”



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Steps for Handling a Motion

- A member makes the motion
- Another seconds it
- The chair restates the motion
- The board debates it
- A vote is taken



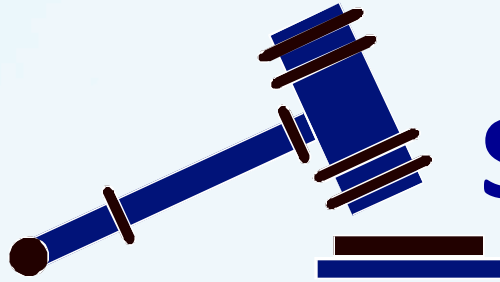


Possible Action on a Main Motion

- Amend
- Refer to Committee
- Lay on the Table (temporary)
- Take from the Table
- Postpone
- Reconsider
- Rescind



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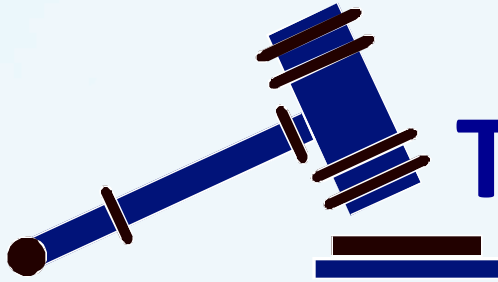
Special Motions

- Close Debate
- Point of Order or Information
- Suspend the Rules
- Appeal a Decision
- Recess or Adjourn

**It's a tool
NOT a
weapon**



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To Move Along...

When it appears the group is in agreement,
use unanimous consent to dispense with a
formal vote:

“If there is no objection, so ordered.”

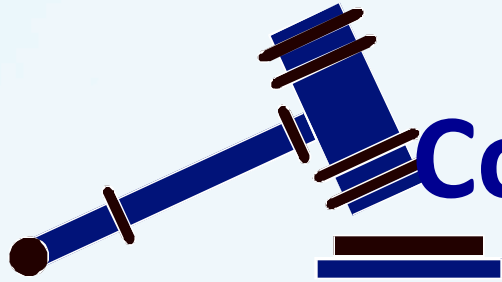
If you object...

→ just say, “I object”

→ the process goes back to normal



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Common Mistakes

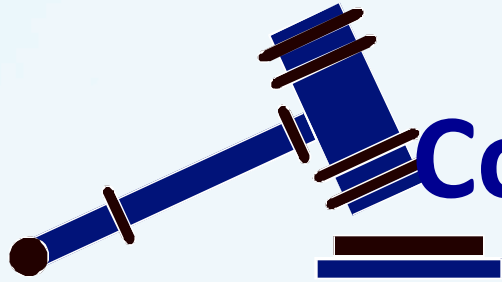
- **“So Moved”**
 - Is an incorrect motion
 - The maker should state the motion to avoid confusion
- **Call for the Question**
 - Does not automatically end debate
 - Requires a 2/3 vote or unanimous consent



Common Mistakes

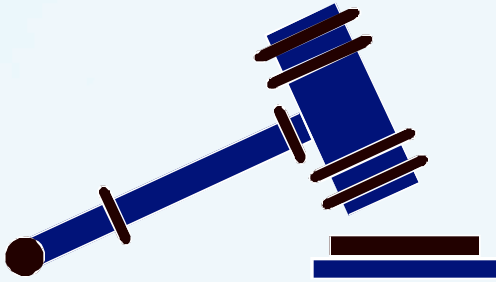
- **Friendly Amendment**
 - There is no such thing (All are equally friendly)
 - Use “If there is no objection...”
- **Withdrawing a Motion**
 - Once consideration has begun, the motion belongs to the group, not the maker
 - Maker may ask permission to withdraw





Common Mistakes

- **Table or Postpone?**
 - Table is for temporary delay (same meeting)
 - *If the tabled item is not brought back before the close of the following meeting, technically it dies.*
 - Postpone is for delaying to a future meeting
- **Reconsider or Rescind?**
 - Reconsider within 24 hours
 - Rescind anytime if no action has taken place



Small Boards

Boards of less than 12 members may operate with less formality regarding some of Roberts Rules.

For example...

- ➔ The chair may join the discussion
- ➔ The chair votes
- ➔ Members may speak more than twice



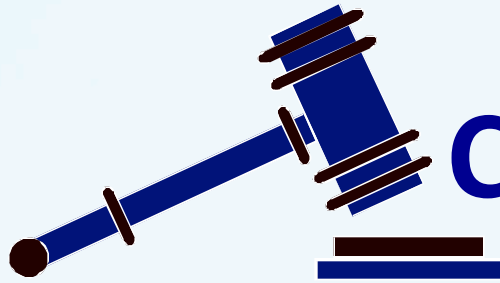
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Nominations

- The chair announces, “Nominations for _____ are now open.”
- Members nominate by saying, “I nominate _____”
- No second is required
- When it appears there are no more, the chair states, “If there are no further nominations, nominations shall be closed.”
- A vote is taken according to established procedures.





Common Courtesy

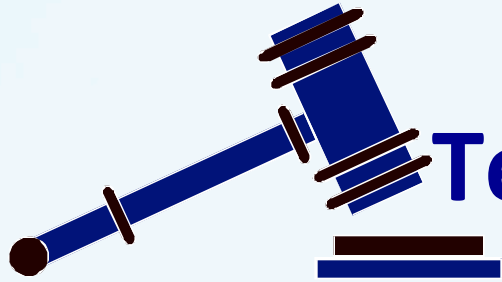
- Help each other
- Speak passionately; listen well
- Gather information
- Seek common ground
- Work as a group



**Keep focus
On children**



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Test Your Knowledge

What Would You Do?



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To Learn More...

timi's going to do this in 2021

Independent Study

Parliamentary Procedure Class

University of Wisconsin

<https://il.wisconsin.edu/parliamentary.aspx>

Ann McFarlane

www.jurassicparliament.com

****Special Thanks to Sue Hull for her
guidance over the ears***



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