

Robert's Rule of Order Information

Robert's Rules of Order - Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide.

A. Chairperson

- a. Maintains Order
- b. Keeps the flow going
- c. Give everyone an opportunity to debate an issue
- d. Acts as a translator

B. Members

- a. Represent the members or an installation
- b. Be informed of issues

C. Agenda or Meeting Order (By-Laws)

D. General Rule – Slow Down

E. Formal Procedure

- a. Main Motion
 - i. Means to bring business before the body
 - ii. Say "I move"
 - iii. Be repetitive
 - iv. Debate shall be limited to five (5) minutes per speaker. No person shall be permitted to speak more than once until every person has had a chance to speak. No person shall speak more than twice per issue.
 - v. Amendable
 - vi. Simple majority vote in most cases
- b. Amendments
 - i. Add to delete or change the main motions
 - ii. Amendable
 - iii. Debatable
 - iv. Intended to influence discussion
 - v. Be repetitive
 - vi. Simple majority vote
- c. Amend the Amendment (no more than motion – amendment and amend the amendment)
 - i. Not amendable
 - ii. Debatable
 - iii. Be repetitive
 - iv. Simple Majority Vote
- d. Refer to a Committee
 - i. Constitution
 - ii. Grievance
 - iii. Steward Training

- iv. Budget
 - v. Debatable
 - vi. Simple Majority Vote
- e. Postpone to a Definite Time
 - i. Definite time is amendable
 - ii. Simple Majority Vote
- f. Lay on the Table
 - i. Assembly has more urgent business – state the business
 - ii. Not Debatable
 - iii. Simple Majority Vote
- g. Move Previous Question
 - i. Formal Procedure
 - ii. Is a motion
 - iii. Intended to stop debate on an issue
 - iv. Is not amendable
 - v. Is not debatable
 - vi. Requires a 2/3 majority Vote
- h. Call the Question
 - i. Informal; Process or Procedure
 - ii. No formal status
 - iii. Ask is there any further discussion and if some says yes then continue discussion on the motion or amendment

F. Three Questions

- a. Is the motion amendable?
- b. Is the motion debatable?
- c. What type of vote?
 - i. Simple Majority Vote
 - ii. 2/3 Majority Vote

G. Voting

- a. Voice
- b. Rising count
 - i. Raise arms
 - ii. Stand
- c. Division is called – Raising Count Required

H. When Debating

- a. Repeat the Motion
- b. State Your Opinion
- c. Tell meeting how to vote

I. Be repetitive when speaking which helps keep everyone on track

J. Point of Parliamentary Inquiry

- a. Used to Clarify and Issue