

# R10 Meeting 2018

*Parliamentary Procedures*

*Robert's Rules of Order*

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# IEEE Bylaws

## ■ I-300 General

Parliamentary Procedures. **Robert's Rules of Order** (latest revision) shall be used to conduct business at meetings of the IEEE Board of Directors, Committees of the Board of Directors, Committees of and other organizational units of the IEEE unless other rules of procedure are specified in the Not-For-Profit Corporation Law of the State of New York, the IEEE Certificate of Incorporation, the IEEE Constitution, these Bylaws, the IEEE Policies, resolutions of the IEEE Board of Directors, or the applicable governing documents of those organizational units provided such organizational documents are not in conflict with any of the foregoing

# Robert's Rules of Order

- ▶ U.S. Army Major Henry Martyn Robert (1837–1923)
- ▶ Modeled after the procedures used in the United States House of Representatives
- ▶ Official page

<http://www.robertsrules.com/>

First edition in 1876, latest is 11<sup>th</sup> edition in 2011

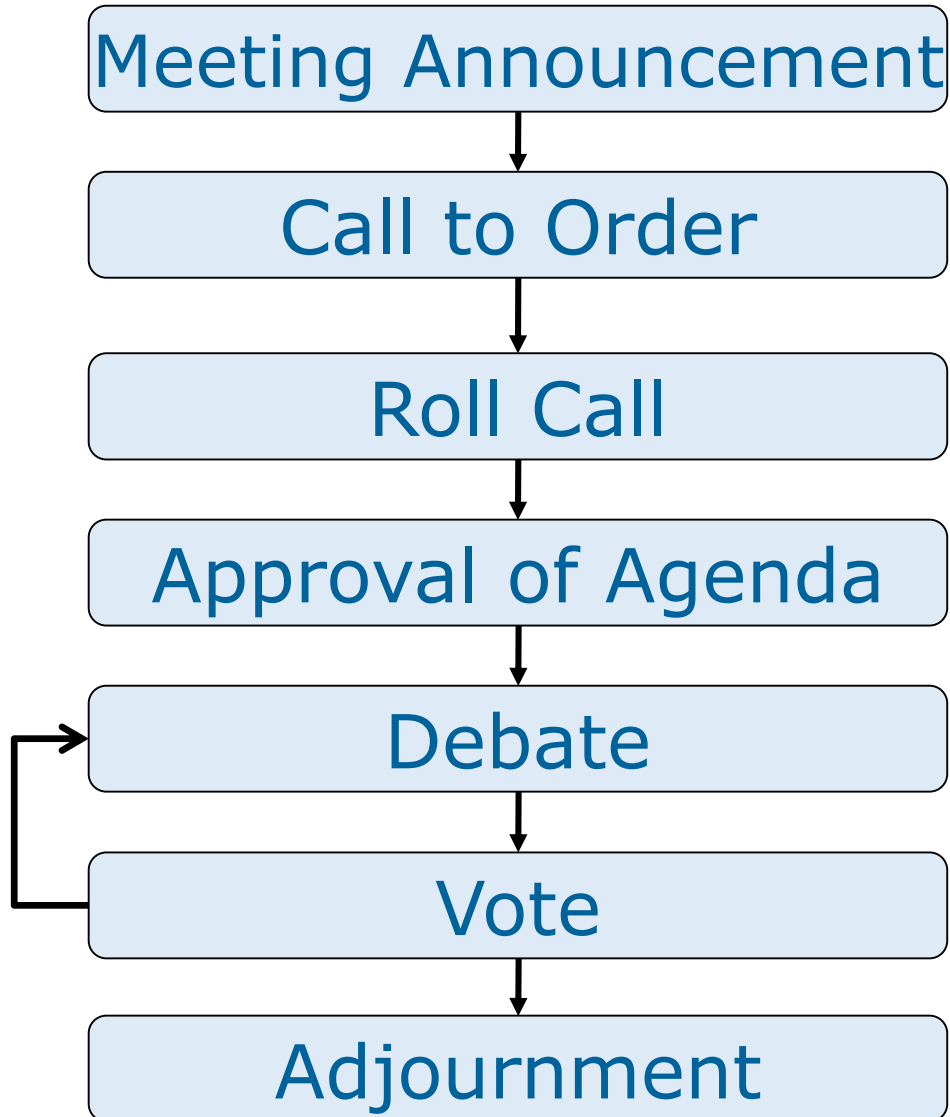
- ▶ Public domain version (4<sup>th</sup> edition in 1915)

<http://www.robertsrules.org/rror--00.htm>

# Order of Business

- Call to Order
- Roll Call
- Approval of Agenda
- Approval of the Minutes
- Reports of Officers, Boards & Standing Committees
- Reports of Ad Hoc Committees
- Announcements
- Special Orders
- Unfinished Business
- New Business
- Adjournment

# Meeting Process



Check Quorum

Proposed in advance  
in principle

# Main ideas



- ▶ **Simplify** parliamentary procedure
- ▶ Everyone has the **right to speak once** if they wish, before anyone may speak a second time
- ▶ Everyone has the right to know **what is going on** at all times
- ▶ Only **urgent matters may interrupt** a speaker
- ▶ Members discuss **one item at a time**



# How to do things...

**You want to bring up a new idea before the group.**

- ▶ After recognition by the Chair, present your motion
- ▶ A second is required for the motion to go to the floor for consideration (and the motion now belongs to the body)

**You want a motion just introduced by another person to be killed**

- ▶ State "I object to consideration"
- ▶ This must be done before any debate
- ▶ This requires no second, is not debatable and requires a 2/3 vote

**You want to change some of the wording in a motion under debate**

- ▶ After recognition by the Chair, move to amend by adding words, striking words or striking and inserting words
- ▶ This may be recognised as a friendly amendment by the person [or body] who proposed the original motion



# How to do things...

**You like the idea of a motion under debate,  
but you need to reword it beyond simple word changes**

- ▶ Move to substitute the motion for the original motion
- ▶ If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer

**You feel the motion addresses two or more separate issues**

- ▶ Move to divide the question

**You want more study and/or investigation given to the idea under  
debate**

- ▶ Move to refer to a committee
- ▶ Be specific as to the charge to the committee

**You want more time personally to study the proposal under debate**

- ▶ Move to postpone to a definite time or date





# How to do things...

## You want to postpone a motion until some later time

- ▶ Move to table the motion
- ▶ The motion may be taken from the table after 1 item of business has been conducted
- ▶ If the motion is not taken from the table by the end of the next meeting, it is dead

## You have heard enough debate

- ▶ Move to call the question; this cuts off debate and brings the assembly to a vote on the pending question only
- ▶ Requires a 2/3 vote

## You want to take a short break

- ▶ Move to recess for a set period of time.

## You want to end the meeting

- ▶ Move to adjourn



# How to do things...

**You are unsure that the chair has announced the results of a vote correctly**

- ▶ Without being recognized, call for a "division of the house."
- ▶ At this point a standing vote will be taken

**You are confused about a procedure being used and want clarification**

- ▶ Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry"
- ▶ The chair will ask you to state your question and will attempt to clarify the situation

**You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side**

- ▶ Move to reconsider
- ▶ If the majority agrees, the motion comes back on the floor as though the vote had not occurred



# Summary

You may **INTERRUPT** a speaker for these reasons only

- ▶ to get information about business - **point of information**
- ▶ to get information about rules - **parliamentary inquiry**
- ▶ if you can't hear, safety reasons, comfort, etc. - **question of privilege**
- ▶ if you see a breach of the rules - **point of order**
- ▶ if you disagree with the chair's ruling – **appeal**

You may influence **WHAT** the members discuss:

- ▶ if you would like to discuss something – **motion**
- ▶ if you would like to change a motion under discussion – **amend**

You may influence **HOW** and **WHEN** the members discuss a motion

- ▶ if you want to discuss the topic at another time – **postpone or lay it on the table**
- ▶ if you think people are ready to vote – **call the question**

# Region 10 Bylaws

## 5.1 Voting Members

- Region 10 Officers
  - Chair (Director)
  - Director-Elect
  - Immediate Past Director
  - Vice Chairs
  - Secretary
  - Treasurer
- ▶ Ex-Officio
  - Section Chairs
  - Standing Committee Chairs or Coordinators
- ▶ Appointees
  - by Director

# Decisions

## Region 10 Bylaws 5.3

- ▶ The Regional Committee meeting shall generally be conducted in accordance with Robert's Rules of Orders
- ▶ But, decisions will normally be arrived at **by consensus**
- ▶ In cases where a consensus is not achieved after normal channels of persuasion have been tried, decisions may be taken by voting
- ▶ All Committee members are entitled to vote, each member present having one vote
- ▶ The motion will be generally decided by majority vote unless specifically stated otherwise in the Regional Bylaws

# Voting

- ▶ Right of Abstention
- ▶ No member should vote in a matter of personal interest
- ▶ One may not explain their vote during voting
- ▶ One may change their vote up until the time the chair has announced the vote
- ▶ Voting Procedures are to be determined by the assembly
- ▶ The Chair may vote when the vote will change the outcome of the result or when voting by ballot