Region 10 Meeting 2019

Parliamentary Procedures
Robert’s Rules of Order

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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
- First edition in 1876, latest is 11th edition in 2011 (Major revisions in 1915 and 1970)

The 11th Edition

- A new subsection on electronic meetings
- Recognized that notice may be sent by e-mail
- More fully explained rules for counting ballots and resolving election disputes
- Added definition for a member "in good standing"
- A thorough revision of the chapter on disciplinary procedures
- Removed more references to being "legal" (parliamentary law is not a court of law)
- Re-formatted Index (Index became more "compact")
Why Robert’s Rules

- Rules maintain order and ensure fairness.
- Time is valuable.
- Poorly facilitated meetings result in frustration. Wasted time.
- Faster and more efficient meetings.
- Improved communication skills.
- All members participate in a responsible manner.

Basic Principle

- Someone must facilitate meetings and mention order (Chair/Presiding Officer).
- Everyone has right to speak and bring up ideas.
- Everyone has right to vote.
- Majority rules but basic rights of minority are always protected and assure they speak and vote.
- Promotes justice, courtesy, impartiality and equality.
- Ensures efficiency maintains order.
Who uses Robert’s Rules

*Used by deliberative assembly to govern meetings*

**Deliberative Assembly:**
A group meeting for the purpose of discussing, debating and deciding an action to be taken by the group.

It is the most widely used manual of parliamentary procedure in the United States.

- Congress
- Student Governments
- City Councils
- Faith based organizations
- Corporate boards
- School boards
- **Professional Associations**
- Homeowner’s Associations
- Clubs
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, the 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.
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.

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
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

Check Quorum
Proposed in advance

Minutes are distributed in advance to save time
.. New ideas before the group... Present a motion

- A member **obtains the floor** and makes a motion.
- Another member **seconds** the motion.
- The **chair** states the motion.
- Members **debate** the motion.
- The chair puts the motion to a vote.
- The chair announces the results of the vote.

**Amending the motion**
- Motion on table can only be amended
- Not propose something else entirely
- Must be done prior to voting

**Ways to amend:**
- Insert words
- Strike out words
- Strike out some words and insert others

**Want a motion 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
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
........Scope

Part I - Rules of Order

- Art I - Introduction of Business.
- Art II - General Classification of Motions
- Art III - Motions and their Order of Precedence.
- Art IV - Committees and Informal Action
- Art V - Debate and Decorum
- Art VI - Vote.
- Art VII - Officers and the Minutes
- Art VIII – Miscellaneous (Unfinished business, Session, Quorum, Order of Business, Amendment of Constitutions, By-Laws and Rules of Order...)

Part II - Organization and Conduct of Business

- Art IX - Organization and Meetings
- Art X - Officers and Committees
- Art XI - Introduction of Business
- Art XII - Motions.
- Art XIII - Debate.
- Art XIV - Miscellaneous.

Part II covers the entire ground of the Part I in much simpler manner. It also explains the method of conducting a meeting.
Online Resources

- www.rulesonline.com/
- www.robertsrules.com/
- https://robertsrules.org/

Thank you