

GC ~~2024-2020~~??? WHATEVER!!!!

TRAINING ON ROBERT'S RULES

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WHY DO WE HAVE THESE RULES?

Ideally, these processes are designed to ensure that everyone has a chance to participate and to share ideas in an orderly manner. Parliamentary procedure should not be used to prevent discussion of important issues.



“If you have an idea, just shout it out.”

There are basic corner stones to process and use of Parliamentary Procedure. These seven (7) motions can be identified as Fundamental Motions. They are:

- The Main Motion
 - Amendment
 - Amend the Amendment
 - Refer to a Committee
 - Postpone to a Certain Time
 - Lay on the Table
 - Previous Question

Here are the basic elements of Robert's Rules, used by most organizations:

1. Motion or Main Motion : To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that.....") A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)

2. Postpone Indefinitely: This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.

3. Amend/Amendment to the Amendment: This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion on the floor." This also requires a second. After the motion to amend is seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion.

4. Refer to a Committee or Commit: This is used to place a motion in committee. It requires a second. A majority vote must rule to carry it. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.

5. Moving the Question: To end a debate immediately, the question is called (say "I move the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.

6. (Lay on the Table) Table: To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.

7. Adjourn: A motion is made to end the meeting. A second motion is required. A majority vote is then required for the meeting to be adjourned (ended).
Note: If more than one motion is proposed, the most recent takes precedence over the ones preceding it.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in Robert's Rules.

- A main motion must be moved, seconded, and stated by the chair before it can be discussed.
- If you want to move, second, or speak to a motion, stand and address the chair.
- If you approve the motion as is, vote for it.
- If you disapprove the motion, vote against it.
- If you approve the idea of the motion but want to change it, amend it or submit a substitute for it.
- If you want advice or information to help you make your decision, move to refer the motion to an appropriate quorum or committee with instructions to report back.
- If you feel they can handle it better than the assembly, move to refer the motion to a quorum or committee with power to act.

More Tips

- If you feel that there the pending question(s) should be delayed so more urgent business can be considered, move to lay the motion on the table.
- If you want time to think the motion over, move that consideration be deferred to a certain time.
- If you think that further discussion is unnecessary, move the previous question.
- If you think that the assembly should give further consideration to a motion referred to quorum or committee, move the motion be recalled.
- If you think that the assembly should give further consideration to a matter already voted upon, move that it be reconsidered.
- If you do not agree with a decision rendered by the chair, appeal the decision to the assembly.
- If you think that a matter introduced is not germane to the matter at hand, a point of order may be raised.

Even More Tips

- If you think that too much time is being consumed by speakers, you can move a time limit on such speeches.
- If a motion has several parts, and you wish to vote differently on these parts, move to divide the motion.

THE AGENDA FOR THIS MEETING
IS TO TRY TO FIGURE OUT WHY
WE'RE HAVING THIS MEETING.



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Other common phrases/motions/actions include;

- *Refer*
- *Table ----- Lift from the Table*
- *Reconsider*
- *Amend*
- *Substitute*
- *Separate the Question*
- *Divide the House*
- *Adjourn*

- **“I move that”**(MAKING A MOTION)

If this is timely, proper and/or in Order, once this is done the Chair must take some action.

- ie.
- Ask for a second to the motion if necessary(so that it can be considered)
 - Entertain discussion if it is debatable
 - Rule if the motion is out of order
 - Once debate (discussion) is done restate the motion being considered
 - Conduct the vote and render a statement as to outcome of the vote

- **“Point of information?”**(ASKING A QUESTION ABOUT THE ISSUE OR MATTER CURRENTLY BEFORE THE GROUP)

This is usually timely, proper and/or in Order. The Chair should recognize the “point” by using language such as “State your point”. Once the point is asked and properly directed an answer is proper and the discussion returns back to the issue or matter which was being considered by the group.

- **“Point of Order!”**(RAISING A PROCEDURAL OR TECHNICAL FACT OR PIECE OF INFORMATION TO FURTHER ALLOW THE PROPER PROCEDURE TO BE USED IF IT IS NOT)

This is always timely, proper and/or in Order, however it can be ruled to be incorrect. Once a persons states “Point of Order”, the Chair should stop all conversation on the matter before the group and ask, “What is you Point?” Once the point is stated, the Chair should address that Point one way or the other immediately.

ie. - “Your point is well taken, we will proceed immediately to a vote.”

- “ Your point is incorrect this is a debatable matter and we will hear comments.”

(THESE ARE JUST EXAMPLES)

“Point of Personal Privilege!”.....(RAISING A REQUEST OR INFORMATION WHICH IS RELATED TO THE PERSONAL NEEDS, HEALTH, COMFORT AND/OR WELFARE OF ONE OR MORE OF THE GROUP MEMBERS)

This is always timely, proper and/or in Order, however the Chair may exercise discretion in how to address and deal with the Point. The Chair should stop all conversation on the matter before the group and ask, “What is your Point?” Once the point is stated, the Chair should address the Point one way or the other immediately.

ie. Ques: “Can the speaker please use the microphone, because we cannot hear her in the back where we are sitting?”

Response: “Mr. Green, would you please come forward and use the microphone so that your statement can be heard?”

“Mr./Ms. Chair I move the question.”.....(THIS IS A SERIOUS MOTION TO END DEBATE AND GO TO A VOTE. IT MUST BE DEALT WITH FIRST AND TAKES THE PLACE OF THE MOTION BEING DISCUSSED IN TERMS OF PRIORITY OF THE GROUP)

This motion once properly recognized requires a second, and if seconded debate must stop. This motion is not debatable. Then a vote is taken on whether to end debate and go to a vote on the question that was being discussed, or whether to continue discussion (debate) on the motion that was being discussed.

Cont.

ie. Member: “Ms. Chair, I move the question(main question)(main motion).”

Chair: “The question has been moved, is there a second” (if it is seconded) “We will not vote on whether to end debate and proceed to a vote on the motion which we were discussing.” “All those in favor of closing debate on the main question (say Aye) (raise your hand).....

The Ayes have it” “Now we will proceed to a vote on the motion made by Mr. Blue”(This now is not debatable) “All those in favor of (restate the motion) say Aye.



“I actually have nothing to say, so my presentation should only last an hour or two.”