



CANADIAN ARCHITECTURAL CERTIFICATION BOARD

CONSEIL CANADIEN DE CERTIFICATION EN ARCHITECTURE

ROBERT'S RULES OF ORDER

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Source: wikipedia, <http://www.robertsrules.org/> and APICS (Association for Operations Management)



Henry Martyn Robert was an engineering officer in the regular Army. Without warning he was asked to preside over a church meeting and realized that he did not know how. He tried anyway and his embarrassment was supreme. This event, which may seem familiar to many readers, left him determined never to attend another meeting until he knew something of parliamentary law.





Ultimately, he discovered and studied the few books then available on the subject. From time to time, due to his military duties, he was transferred to various parts of the United States where he found virtual parliamentary anarchy since each member from a different part of the country had differing ideas of correct procedure.

To bring order out of chaos he decided to write *Robert's Rules of Order* as it came to be called.

THE RULES

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly.

THE RULES

- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)
- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

THE RULES

- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred .
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

MEETINGS

1) Regular (or Stated) Meeting

Refers to the periodic business meeting held **monthly**, or quarterly, as prescribed by the Chapters Bylaws.

2) Special (or Called) Meeting

Is held at a time different from a regular meeting, and convened only to consider one or more items of business specified in the call of the meeting.

3) Executive Session

any meeting in which the proceedings are confidential and meets requirements constitutes an executive session. Contract negotiations, agreements, receipt of legal advice and personnel matters. These are not usually associated with our board meetings.

VOTING

Majority:

The basic requirement for adoption of a motion by any group with a **quorum** is a **Majority Vote**, *except for certain motions*.

Majority is 'more than half' of the votes cast by persons legally entitled to vote.

2/3 Vote: Robert specifies which motion will require at least a 2/3 vote for adoption. Notice that it is not called a 2/3 majority. To calculate a 2/3 vote, divide the number of votes by 3 and multiply by 2 (rounding up on fractions).
Example: 9 members of BOD divided by 3 = 3 x 2 = 6 votes

VOTING

Six Steps to Every Motion!

Every motion requires 6 steps:

- 1) A member is recognized, and makes a motion
- 2) Another member seconds the motion
- 3) The presiding officer restates the motion
- 4) The members debate the motion
- 5) Presiding officer asks for the affirmative votes & then the negative votes
- 6) The presiding officer announces the result of the voting and introduces the next item of business

VOTING**SIX STEPS TO EVERY MOTION****STEP 1: A member is recognized, and makes a motion.**

Common Mistake: Members do not wait to be recognized, and typically start to discuss their motion before completing STEP 2, STEP 3, and STEP 4 below.

STEP 2: Another member seconds the motion.

Common Mistake: The person seconding the motion dives into the merits of the motion.

STEP 3: The presiding officer restates the motion .

Common Mistake: Motion is restated differently from the wording of the maker! Beware because the motion that is adopted is the one stated by the presiding officer, not the one stated by the maker of the original motion.

STEP 4: The members debate the motion.

Common Mistake: Debate gets out of control in temper, in duration, in relevance. Members talk at each other across the room rather than through the presiding officer.

STEP 5: Presiding officer asks for the affirmative votes & then the negative votes.

Common Mistake The presiding officer states 'All in favor' and fails to tell the members what to do as a matter of voting (for example, 'say aye', 'stand up', 'raise your hand', etc.); or the negative vote is never requested or counted.

STEP 6: The presiding officer announces the result of the voting and introduces the next item of business.

Common Mistake Presiding officer fails to pronounce the result of the voting! Commonly, dead silence follows because the presiding officer is lost.

TOP TEN RULES OF ORDER

- 01) Don't let the rules get you down.**
- 02) Disagree without being disagreeable.**
- 03) The Chapter President runs the meeting.**
- 04) Close Debate by Unanimous Consent.**
- 05) Use a counted vote to approve a project.**
- 06) Voting is important.**
- 07) Use a qualified Parliamentarian.**
- 08) Use the right parliamentary book for your organization.**
- 09) Every meeting is a partnership between the leader and the participants.**
- 10) Your meeting should enforce the will of the majority while protecting the rights of all members.**

THANK YOU!