

ROBERT'S RULES of Parliamentary Procedure

... is a code of ethics to be followed by individuals in a group to conduct business

A DEMOCRATIC PROCESS

- to learn Parliamentary Procedure is to learn DEMOCRACY
- DEMOCRACY allows majority rule while giving the minority a voice and platform to be heard

ROBERT'S RULES OF ORDER

- Is a guideline for Parliamentary Procedure created by Henry Martyn Robert
- He wrote the manual in response to his poor performance in leading a church meeting that erupted into open conflict because of concerns about local defense at the First Baptist Church

MOST IMPORTANT REASONS TO USE IT

1. DEMOCRACY

- rules in place to allow everyone to speak
- rules in place to have a fair and just vote on issues

2. CREATES ORDER (ELIMINATES CHAOS)

- rules in place to ensure business is conducted in an orderly and timely fashion
- rules in place to keep the focus on relevant issues
- rules in place to stop disturbances and conflict

AGENDA FOR A MEETING

- (1) CALL TO ORDER** (Chair calls the meeting to order)
- (2) ROLL CALL** (Secretary determines if there is a quorum)
- (3) MINUTES** (Secretary reads the record of the previous meeting)
- (4) TREASURER'S REPORT** (Treasurer gives financial report)
- (5) COMMITTEE REPORTS (STANDING & SPECIAL)**
 - reports from members of the Toastmasters Whitby Pros Executive committee
- (6) UNFINISHED BUSINESS** (carried over from the last meeting)
- (7) NEW BUSINESS** (new items addressed for attention and voting)
- (8) ADJOURNMENT**

USING THE GAVEL

TWO TAPS: BRINGS MEETING TO ORDER

ONE TAP: ADJOURNS THE MEETING

OPTIONAL:

ONE TAP: SIGNIFIES THE END OF AN ITEM OF BUSINESS

THREE TAPS: SIGNALS MEMBERS TO STAND

MULTIPLE TAPS: REGAIN ORDER IF MEETING BECOMES UNRULY

A MAIN MOTION

PURPOSE: To introduce business to the group

MAIN MOTIONS are:

- **DEBATABLE** (can be argued)
- **AMENDABLE** (can be changed)
- **REQUIRE A MAJORITY VOTE (> 50%)**

A MAIN MOTION

- * MUST BE SECONDED – to show someone else in the group wants the motion to be considered**
- * ONCE IT IS SECONDED, CHAIR OPENS FLOOR FOR DISCUSSION**
- * ANYONE WHO WISHES TO SUPPORT, OPPOSE, OR AMEND THE MOTION MUST FIRST BE RECOGNIZED BY THE CHAIR AND MUST SPEAK TO THE GROUP THROUGH THE CHAIR**

VOTING

*** AFTER EACH SPEAKER THE CHAIR WILL REPEAT THE QUESTION: “IS THERE ANY FURTHER DISCUSSION?”**

*** IF THE CHAIR RECOGNIZES THAT THERE IS NO MORE DISCUSSION, IT WILL SEE AN OPPORTUNITY TO TAKE THE MOTION TO A VOTE**

VOTING

CHAIR: “ALL IN FAVOUR, SAY AYE” (VOTE COUNT)

CHAIR: “ALL OPPOSED, SAY NAY” (VOTE COUNT)

*** THE CHAIR CAN ASK FOR A RAISE OF HANDS
INSTEAD OF A VERBAL VOTE. IN A LARGER
MEETING THIS IS A BETTER FOR A VOTE TALLY.**

THE MOTION CARRIES

- IF MORE THAN 50% OF THE VOTE IS IN FAVOUR OF THE MOTION
- CHAIR: “THE EYES HAVE IT, THE MOTION CARRIES”
- ONE TAP OF THE GAVEL
- THE CHAIR THEN REPEATS THE CARRIED MOTION
- THE SECRETARY MAKES A RECORD OF THE CARRIED MOTION

AN AMENDMENT

- IS USED TO MODIFY THE MAIN MOTION
- CAN BE MADE AFTER A MAIN MOTION HAS BEEN SECONDED
- REQUIRES A SECOND
- IS DEBATABLE
- IS AMENDABLE
- REQUIRES A MAJORITY VOTE

ONCE AN AMENDMENT PASSES...

- IF THE MAJORITY VOTES FOR THE AMENDMENT, IT BECOMES PART OF THE MAIN MOTION**
- THE BUSINESS DISCUSSION THEN CONTINUES WITH THE MODIFIED MAIN MOTION**

DELAYING ACTION ON AN ITEM OF BUSINESS

TO TABLE A MOTION IS TO POSTPONE IT UNTIL A LATER TIME

ALSO TERMED “LAYING IT ON THE TABLE”

REQUIRES A SECOND

NOT DEBATABLE

NOT AMENDABLE

REQUIRES A MAJORITY VOTE

“I MOVE TO TABLE THE MOTION”

“I MOVE TO LAY THE MOTION ON THE TABLE”

TAKING FROM THE TABLE

“I MOVE TO TAKE FROM THE TABLE...”

MOTIONS THAT HAVE BEEN TABLED CAN BE TAKEN FROM THE TABLE AT A LATER TIME

A MOTION TO TAKE FROM THE TABLE...

- **REQUIRES A SECOND**
- **IS DEBATABLE**
- **IS AMENDABLE**
- **REQUIRES A MAJORITY VOTE**

REFERRING TO A COMMITTEE

IS ANOTHER WAY TO DELAY ACTION ON AN ITEM OF BUSINESS
IT DEFERS THE ITEM TO A COMMITTEE FOR REVIEW AND
FURTHER ACTION

“I MOVE TO REFER THE MOTION TO THE EXECUTIVE COMMITTEE”

- REQUIRES A SECOND
- DEBATABLE
- AMENDABLE
- REQUIRES A MAJORITY VOTE

REFER TO A COMMITTEE TO TAKE ACTION

- **“I MOVE TO REFER THE MOTION TO COMMITTEE FOR ACTION”**
- **A MAJORITY VOTE ON THIS MOTION GIVES THE COMMITTEE THE POWER TO MAKE DECISIONS AND ACT ON THE ISSUE**
- **THE COMMITTEE CAN THEN REPORT ON THEIR ACTION IN A LATER MEETING**

ADJOURNING A MEETING

FORMALLY ENDS THE MEETING

“I MOVE TO ADJOURN” OR “I MOVE TO ADJOURN THE MEETING”

- **REQUIRES A SECOND**
- **NOT DEBATABLE**
- **NOT AMENDABLE**
- **REQUIRES A MAJORITY VOTE**