

# Robert's ~~Rules~~ of Order



# The Chair

- Preside and Maintain Order
- Understand Bylaws & Procedures of Council
- Decide Questions of Order
- Announce all Business
- Recognize Members for Debate & Discussion
- Refrain from Discussion and Vote (unless a tie occurs) on a Motion
- Remain Fair and Impartial



# The Agenda

- Normal Order of Business
- Determined by the Chair
- 2/3 vote to alter
- Can specify time frames
- Includes time for minutes, standing committee reports, special committee reports, special orders, old business, new business, announcements and adjournment.



# Quorum

- Half + 1 (Simple Majority) of voting members
- Needed for all Official Business
- Meeting cannot begin without a Quorum present
- Chairperson responsible for recognizing Quorum or absence of Quorum
- Current Quorum need for Commission is 5 Members



# The Question

- A motion is a Question to the body
- A body may only consider one “primary” question at a time
- Usually require a second
  - Minutes
  - Committee Reports
  - Call for Orders (Proceed to Agenda)
  - Raise a Question of Privilege
  - Point of Order
  - Withdraw a Motion

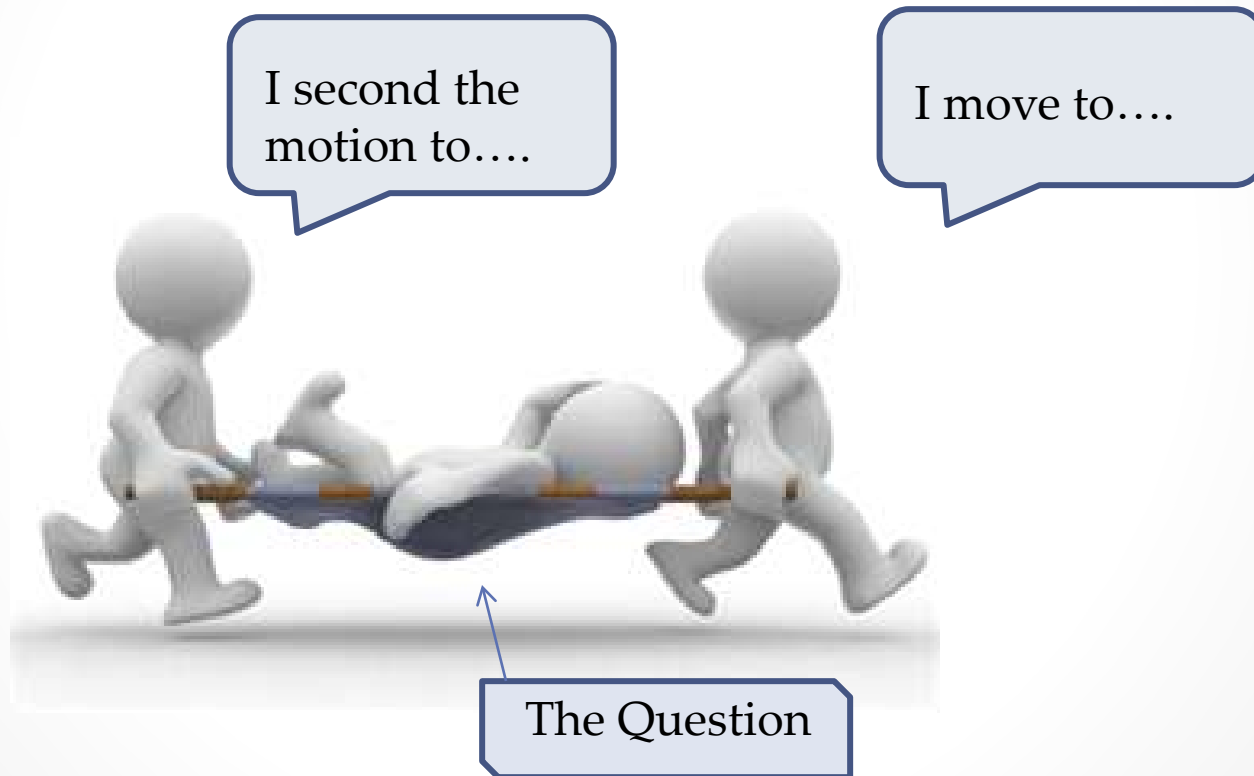


# The Question

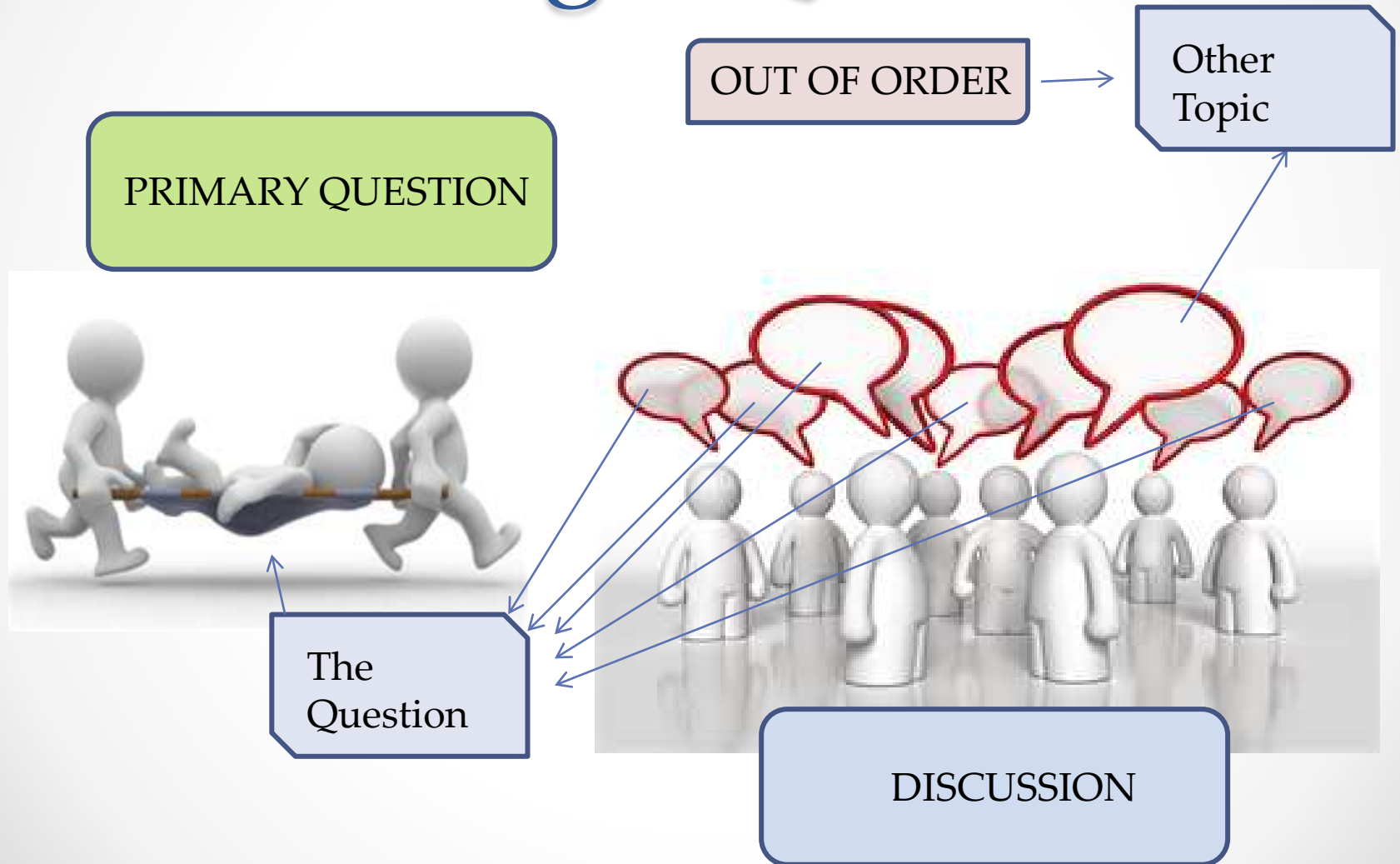
- No other business can be considered until the Primary Motion has been disposed of (pass, defeat, refer, withdrawn, etc.)
- However, other motions can be made that affect the content, debate, or direction of a Primary Motion.



# Moving a Question

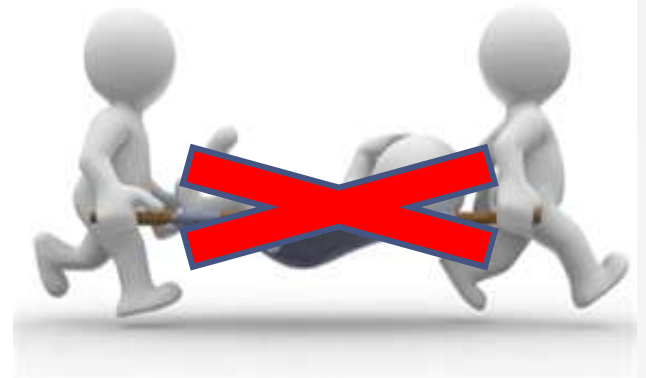


# Moving a Question





# Amendments



PRIMARY QUESTION

## PRIMARY QUESTION

# Amending the Amendment





## MOTION TO AMEND THE AMENDMENT

- **No more amendments may be offered to the amendment.**
- **A second is needed.**
- **Members should only discuss amendment to the amendment. Discussion on the amendment and the original motion will follow a vote on the amendment to the amendment.**
- **The QUESTION being asked is whether the body agrees to CHANGE the AMENDMENT that was already offered.**
- **The vote on this QUESTION only deals with the amendment to the amendment and not whether to adopt the original amendment or motion.**



ORIGINAL MOTION



MOTION TO AMEND



MOTION TO AMEND THE AMENDMENT

PRIMARY QUESTION



ORIGINAL MOTION



MOTION TO AMEND



MOTION TO AMEND THE AMENDMENT

PRIMARY QUESTION

# The Question

- Members have several options available to them regarding each question that is posed to them.
  - Vote on the Question
  - Table the Question
  - Postpone the Question
  - Object to Consideration of Question
  - Divide the Question



# Discussion

- Robert's Rules state that members should only speak to a question once.
- A question or suggestion doesn't count as "speaking".
- Not every motion is subject to discussion.
  - Call the Question
  - Table the Motion
  - Motion to Recess or Adjourn
  - Object to Consideration
  - Divide the Question
  - Suspend the Rules



# Motions with NO Debate

- Object to Consideration - Avoid the motion altogether. (2/3 vote)
- Call the Question - End debate on the motion under consideration. (2/3 vote)
- Lay the Motion on the Table – To postpone consideration of the question until another time. (Simple Majority)





# Motions with NO Debate

- Suspend the Rules – Council Bylaws require  $\frac{3}{4}$  vote of Council to temporarily suspend Bylaws.
- Recess / Adjourn – Each motion is not up for debate – except that a Motion to Recess can be Amended.
- Call for Division – Questions the Chair's interpretation of the Vote, requires votes to be counted.



# Vote

- All members have a duty to vote.
- Members should only abstain for specific reasons.
- A member seeking to be excused from a vote must do so before a Roll Call vote is taken.
- A member can vote against their own motion, but cannot speak against their own motion.



# Vote

- Most majorities are determined by the number of members present, so long as a quorum is present.
- Votes requiring a 2/3 majority would be based on number of members present under a quorum.
- Council Bylaws can only be suspended by  $\frac{3}{4}$  majority of all Council members, present or not (24 Votes).



# Vote

- A tie vote will defeat a motion.
- Chair has options under a tie:
  - Refrain from voting, allowing motion to be defeated.
  - Chair can vote nay to force a tie and defeat a motion.
  - Chair can vote aye, allowing motion to succeed.



# Questions?

- You Talking to Me?

