

Robert's Rules of Order



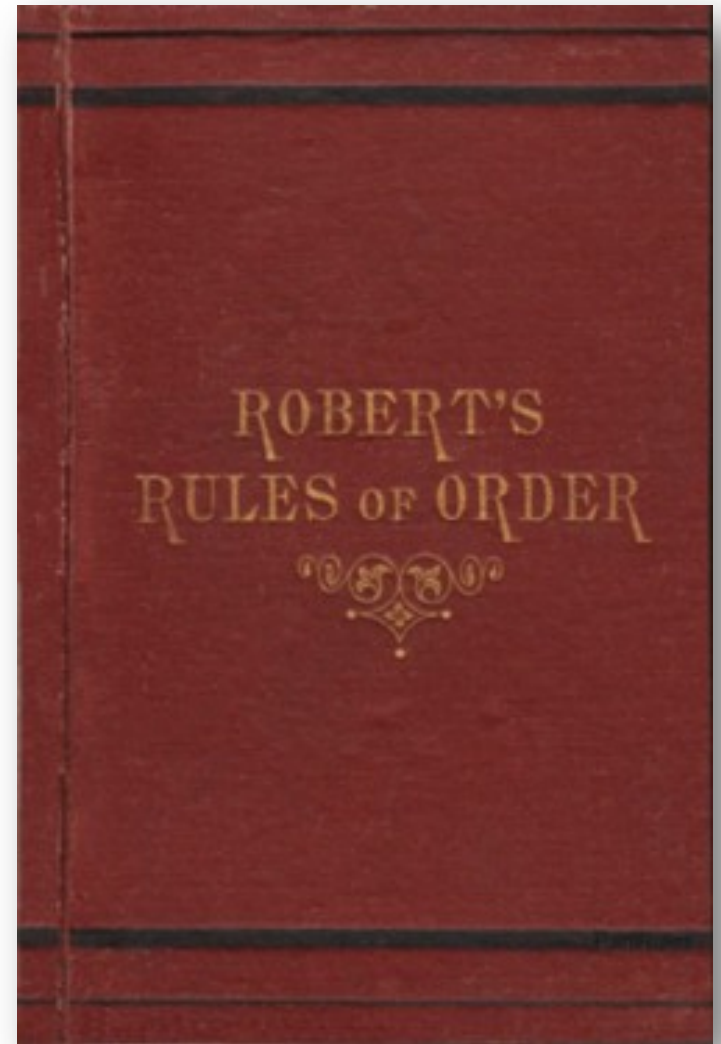


Rules of Order

- **Rules of order**, also known as **standing orders** or **rules of procedure**, are written rules of parliamentary procedure adopted by a deliberative assembly, which detail the processes used by the body to make decisions
- *IEEE Bylaws I-300. Management*
Robert's Rules of Order shall be used to conduct business at meetings of the IEEE Board of Directors, Major Boards, Standing Committees 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, these 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.

Origin

- Henry Martyn Robert:
Pocket Manual of Rules of Order for Deliberative Assemblies, February 1876
- Robert was an active member of several organizations;
- In order to help simplify and organise meetings, he decided to write a manual which would enable organizations to adopt a parliamentary procedure.
- Loosely modelled after rules used in the United States House of Representatives



Rules of Order in a Committee

- ***All members of the committee have equal rights** to participate in debate, except that non-voting members do not have right to vote*
- *Substantial parts of the meetings are organised in an informal way*
- *Formal parts of meetings are normally conducted in accordance with **Robert's Rules***
 - *Robert's Rules may not be well known in the countries of Region 10, given their diversity of social, cultural and historical background*
- *The Chair should facilitate an **orderly, equal and fair debate** to take place on all issues*
- *The Chair must take a **neutral position** and may vote only when his/her vote may change the outcome*

Main ideas



- **Simplify** parliamentary procedure, **not to complicate** it
- Everyone has the **right to speak once** if they wish, before anyone may speak a second time
- Everyone has the right to know **what is going on** at all times
- Only **urgent matters may interrupt** a speaker
- Members discuss **one item at a time**



How to do things...

You want to bring up a new idea before the group.

- After recognition by the Chair, present your motion
- A second is required for the motion to go to the floor for consideration (and the motion now belongs to the body)

You want a motion just introduced by another person to be killed

- Without recognition from the Chair, 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

You want to change some of the wording in a motion under debate

- After recognition by the Chair, move to amend by adding words, striking words or striking and inserting words
- This may be recognised as a friendly amendment by the person [or body] who proposed the original motion

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**

To:	You say:	Interrupt Speaker	Second Needed	Debat ~able	Amend ~able	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

To:	You say:	Interrupt Speaker	Second Needed	Debat ~able	Amend ~able	Vote Needed
Object to procedure	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Same as original motion	No	Majority
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

Thank you!

