

# ROBERT'S RULES OF ORDER TRAINING 2021



PATERSON-PASSAIC COUNTY  
**BERGEN COUNTY**  
HIV HEALTH SERVICES  
PLANNING COUNCIL

# WHAT ARE ROBERT'S RULES OF ORDER?

Robert's Rules of Order is also referred to as parliamentary procedure.

## What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

# THE BENEFITS OF ROBERT'S RULES

- Justice and courtesy for all
- Maintenance of order
- Consideration of one item at a time
- All sides get heard
- Ability for each member to provide input
- Majority rule
- Protection of the rights of all members including the minority

# BASIC PRINCIPLES OF ROBERT'S RULES

- All members have equal rights, privileges and obligations
- No person can speak until recognized by the chair
- Personal remarks during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- Full and free discussion of every main motion is a basic right
- A quorum must be present for business to be conducted
- The Chair should always remain impartial

# BASIC DEFINITIONS OF ROBERT'S RULES

- Motion – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with “I move that...”
- Second – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second,” or “I second the motion.”
- Amendment – Before the vote is taken on a motion, it may be amended by:
  - a. Striking out words
  - b. Inserting or adding words
  - c. Striking out words and inserting others in their place
  - d. Substituting one (1) paragraph or resolution for another
- Quorum - the minimum number of members who must be present to conduct business. The quorum can be found in the bylaws.

# ROBERT'S RULES AT A GLANCE

To do this:	You must say this:	May you interrupt the speaker?	Do you need a second?	Is it debatable?	Can it be amended?	What vote is needed?	Can it be reconsidered?
Adjourn meeting	"I move that we adjourn."	NO	YES	NO	NO	MAJORITY	NO
Call an intermission	"I move that we recess for..."	NO	YES	NO	YES	MAJORITY	NO
Complain about heat, noise, etc.	"I rise to a question of privilege"	YES	NO	NO	NO	NO VOTE	NO (usually)
Spend further consideration of an issue	"I move to table the motion"	NO	YES	NO	NO	MAJORITY	NO
End debate and amendments	"I move the previous question"	NO	YES	NO	NO	2/3	NO <sup>1</sup>
Postpone discussion for a certain time	"I move to postpone the discussion until..."	NO	YES	YES	YES	MAJORITY	YES
Give closer study of something	"I move to refer the matter to committee"	NO	YES	YES	YES	MAJORITY	YES <sup>2</sup>
Amend a motion	"I move to amend the motion by..."	NO	YES	YES <sup>3</sup>	YES	MAJORITY	YES
Introduce business	"I move that..."	NO	YES	YES	YES	MAJORITY	YES



# QUESTIONS?