

## Robert's Rules of Order – the Basics

(This sheet should not be a substitute for *Robert's Rules of Order, Newly Revised*, 12th Edition, but is meant to supplement the full set of rules.)

**Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly. Most PTAs use Roberts Rules of Order.**

**Benefits of parliamentary procedure include the following:**

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- 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:**

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- 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
- A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
- A 2/3 vote is required for any motion that deprives a member of right in any way (e.g., cutting off debate)
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The Chair should always remain impartial

## **Basic Definitions:**

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**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 (without recognition) as *“Second,”* or “I second the motion.”

**Amendment** – Before the vote is taken on a motion, it may be amended by:

- Striking out words
- Inserting or adding words
- Striking out words and inserting others in their place
- Substituting one (1) paragraph or resolution for another

**Quorum** - the minimum number of members who must be present in order for a PTA to conduct business. The quorum can be found in the local unit’s bylaws. For boards and committees, unless stated in the bylaws, the quorum is a majority (*more than half*) of the members. PTAs cannot take votes on business matters unless a quorum is present.

**Presiding officer** – The individual who facilitates the meeting, usually the President. In the absence of the President, if none of the Vice Presidents are in attendance, the Secretary calls the meeting to order and conducts an election for a Chairman Pro Tem (a presiding officer for that meeting only).

## **Role of the Presiding officer**

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- To remain impartial during debate – the presiding officer must relinquish the chair in order to debate the merits of a motion and may not chair the meeting again until after a vote has been taken on the motion has been disposed of
- To vote only to create or break a tie (or 2/3 for matters requiring a 2/3 vote); exception: the presiding officer may vote on any vote by ballot
- To introduce business in proper order per the agenda
- To recognize speakers
- To determine if a motion is in order
- To keep discussion germane to the pending motion
- To maintain order
- To put motions to a vote and announce results

## General procedure for Handling a Main Motion:

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- A member must obtain the floor (“*Mr. President*”) by being recognized by the chair (“*The chair recognizes the member*”).
- Member makes a main motion (“*to move that...* ”).
- A motion must be seconded by another member (*seated- no recognition necessary*) before it can be considered.
- If the motion is in order, the chair will restate the motion and open debate (“*It is moved and seconded that... are you read for the question?*”).
- The maker of a motion has the right to speak first in debate (*obtain the floor and get recognition before speaking*).
- The main motion is debated along with any secondary motions that are debatable.
- Debate on Subsidiary, Privileged and Incidental motions (if debatable or amendable) take precedence over debate on the main motion and must be decided before debate on the main motion can continue.
- Debate is closed when:
  - Discussion has ended, or
  - A 2/3 vote closes debate (“*call the previous question*” or “*call the question*”).
- The chair restates the motion, and clarifies the consequences of affirmative and negative votes (“*The question is on the motion that...* ”).
- The chair calls for a vote by asking “All in favor?” Those in favor say “**Aye.**” Then asking “All opposed?” Those opposed will say “**no**”.
- The chair announces the result (*ex: “The ayes have it the motion is adopted...the next item of business is”*).

## **General rules of Debate**

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- No member may speak until recognized by the chair
- All discussion must be relevant to the immediately pending question
- No member can speak more than twice to each debatable motion. The second time takes place after everyone wishing to debate the motion has had an opportunity to speak once.
- No member can speak more than ten minutes or as decided by members. Many PTAs limit debate to three (3) minutes per speaker by general consent (*if anyone objects to general consent it will take a 2/3 vote to limit debate*) at the beginning of the meeting.
- All remarks must be addressed to the chair – no cross debate is permitted.
- It is not permissible to speak against one's own motion (but one can vote against one's own motion).
- Debate must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers.
- The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of.
- When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion.
- Members may not disrupt the assembly.
- Rules of debate can be changed by a 2/3 vote or general consent without objection.

## **Example of Handling a Main Motion:**

Member rises and addresses the chair: *Madam (Mister) President.*  
Chair recognizes member (by title or name). *The chair recognizes \_\_\_\_\_.*

Member makes the motion. *I move that...*  
Another member seconds the motion (without recognition). *Second [or] I second the motion.*

The chair states the motion and opens debate. *It is moved and seconded that...*  
*Are you ready for the Question? Or Is there any debate?*

Chair recognizes members wishing to speak.  
After debate concludes. Chair restates the motion and puts the question to a vote.

*The question is on the motion to...*

*Those in favor of the motion say "aye." Those opposed say "no."*

Chair announces the result of the vote and what action will be taken.

*The "ayes" have it, and the motion is adopted. We will [stating action to be taken].*

The chair continues with the next business in order.

## **Common methods of taking a vote**

### **General consent:**

*"If there is no objection, we will..." (Pause) "Since there is no objection, we will..."*

**Voice vote:** *"As many as are in favor, say "aye." As many opposed, say "no." The "ayes/noes" have it and the motion is adopted/lost."*

**Rising vote (not counted):** *"Those in favor will rise. Thank you, be seated. Those opposed will rise. Thank you, be seated. There is a majority (or 2/3) in the affirmative and the motion is adopted." Or "There is less than a majority (or 2/3) in the affirmative and the motion is lost."*

## Methods of Amending

**By striking out:** “I move to amend by striking out the word “Denver.” (*before/after?*)

**By inserting:** “I move to amend by inserting the word ‘Las Vegas’ after the word ‘Portland’ and before the period.”

**By striking out and inserting:** “I move to amend by striking out the word ‘\$35’ and inserting the word ‘\$50.’”

### **Helpful terminology**

- Recommendations, bylaws, rules, resolutions, budgets, and audits are **adopted**.
- Reports are **filed**.
- Resignations are **accepted**.
- Bills and minutes are **approved**
- If corrections were made to the minutes, the minutes are then **approved as corrected**.
- Treasurer’s statement is neither approved nor adopted; but after questions are answered regarding any item as reported, it is **placed on file for audit** as stipulated in the bylaws.
- Motions are recorded as **“adopted” or “lost.”**
  - It is highly recommended that main motions be put in writing (dated and signed). If so, number motion slips, and note on the slips whether the motion was **“adopted”** or **“lost.”**

## ***Robert's Rules Help Get Things Done!***

- *Make Motions – that are in order*
- *Obtain the floor — properly*
- *Speak – clearly and concisely*
- *Obey — the rules of debate*

**And most of all be courteous! That's always in order!**