

Training & Executive Coaching on:

- *Making Meetings Work Better*
- *Demystifying the Rules of Order*
- *Building Better Decision Making Teams*

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Published Books:

- *"101 Boardroom Problems & How to Solve Them"*
- *"Complete Handbook of Business Meetings"*
- *"Mina's Guide to Minute Taking"*

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***An Introduction to Rules of Order
For Council Members of the***

Robert's Rules of Order Newly Revised (RONR, 2011 edition)

PARLIAMENTARY PROCEDURE (RULES OF ORDER)

Parliamentary Procedure is the combination of rules and customs that govern the conduct of business meetings. The information provided here is consistent with the current (11th) edition of Robert's Rules of Order Newly Revised RONR).

Hierarchy of governing documents (RONR Section 2):

1. Laws of the Land (applicable statutes)
2. Constitution and Bylaws
3. Rule book (e.g.: RONR) and Special Rules of Order

Purposes of the rules:

- To create the necessary structure and appropriate level of formality for a meeting
- To facilitate progress
- To include individual members in discussion and shared decision-making on a "level playing field".
- To protect the rights of the majority, minority, individuals, absentees, and the organization

Voting outcomes:

- Most decisions require a majority vote (more than 50% of the votes cast) to adopt
- Under RONR (page 400) abstentions do not count.
- A tie vote means that a motion is defeated (no majority was obtained).

UNANIMOUS GENERAL CONSENT RONR article 54

Unanimous/General Consent is an informal method of taking a vote, used for routine and

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

FREQUENTLY USED SECONDARY MOTIONS

The motion	The use	Pertinent points
Point of Order	Point to a violation of a rule, policy	The chairman has the right to rule on a point of order
Point of Information	To get information from the speaker	The speaker must answer the question
Point of Clarification	To get clarification from the speaker	The speaker must answer the question
Point of Personal Privilege	To bring attention to a personal grievance	The chairman has the right to rule on a point of personal privilege
Point of Order	Point to a violation of a rule, policy	The chairman has the right to rule on a point of order
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