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)
• Needed for all Official Business
• Meeting can begin without a Quorum present, but no motions or votes may be taken, except to adjourn
• Chairperson responsible for recognizing Quorum or absence of Quorum
• Current Quorum need for Council is 17 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
  o Minutes
  o Committee Reports
  o Call for Orders (Proceed to Agenda)
  o Raise a Question of Privilege
  o Point of Order
  o 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• No other business can be considered until the Primary Motion has been disposed of (pass, defeat, refer, withdrawn, etc.)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

I second the motion to....

I move to....

The Question
Moving a Question

The Question

PRIMARY QUESTION

OUT OF ORDER

Other Topic

DISCUSSION
Amendments

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
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.
  o Call the Question
  o Table the Motion
  o Motion to Recess or Adjourn
  o Object to Consideration
  o Divide the Question
  o 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 ¾ 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.
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 ¾ majority of all Council members, present or not (24 Votes).
Vote

• A tie vote will defeat a motion.

• Chair has options under a tie:
  o Refrain from voting, allowing motion to be defeated.
  o Chair can vote nay to force a tie and defeat a motion.
  o Chair can vote aye, allowing motion to succeed.
Questions?

• You Talking to Me?