

Robert's Rules of Order

Parliamentary Law

The rules and precedence governing
the proceedings of deliberative
assemblies and other organizations.

History of Robert's Rules of Order

Henry Martyn Robert

- Author of Robert's Rules of Order published in 1876
- Civil Engineer
- United States Army General -1901

Community Advisory Committee

Advisory Committee to the HRPDC and HRTPO

Provide the community's viewpoint on regional issues

Serve as a strong advocate by listening to residents and having their voices heard by regional leadership and decision makers

Community Advisory Committee

- * A place for all viewpoints to be heard, discussed and considered in a respectful and organized manner
- * In terms of Parliamentary Procedures, the CAC Bylaws indicate Roberts Rules of Order shall be used to conduct meetings

Purpose of Robert's Rules of Order

Parliamentary Rules Protect:

The right of the majority to decide

The right of all viewpoints to be heard and considered

The right of the individual member

Rights of Members

- * To attend meetings
- * To make motions, which are formal proposals that require the action of the group
- * To participate in respectful debate
- * To vote
- * To call for a point of order

The Roles and Responsibilities of the Officers

* Chair

* Vice Chair



CAC Chair

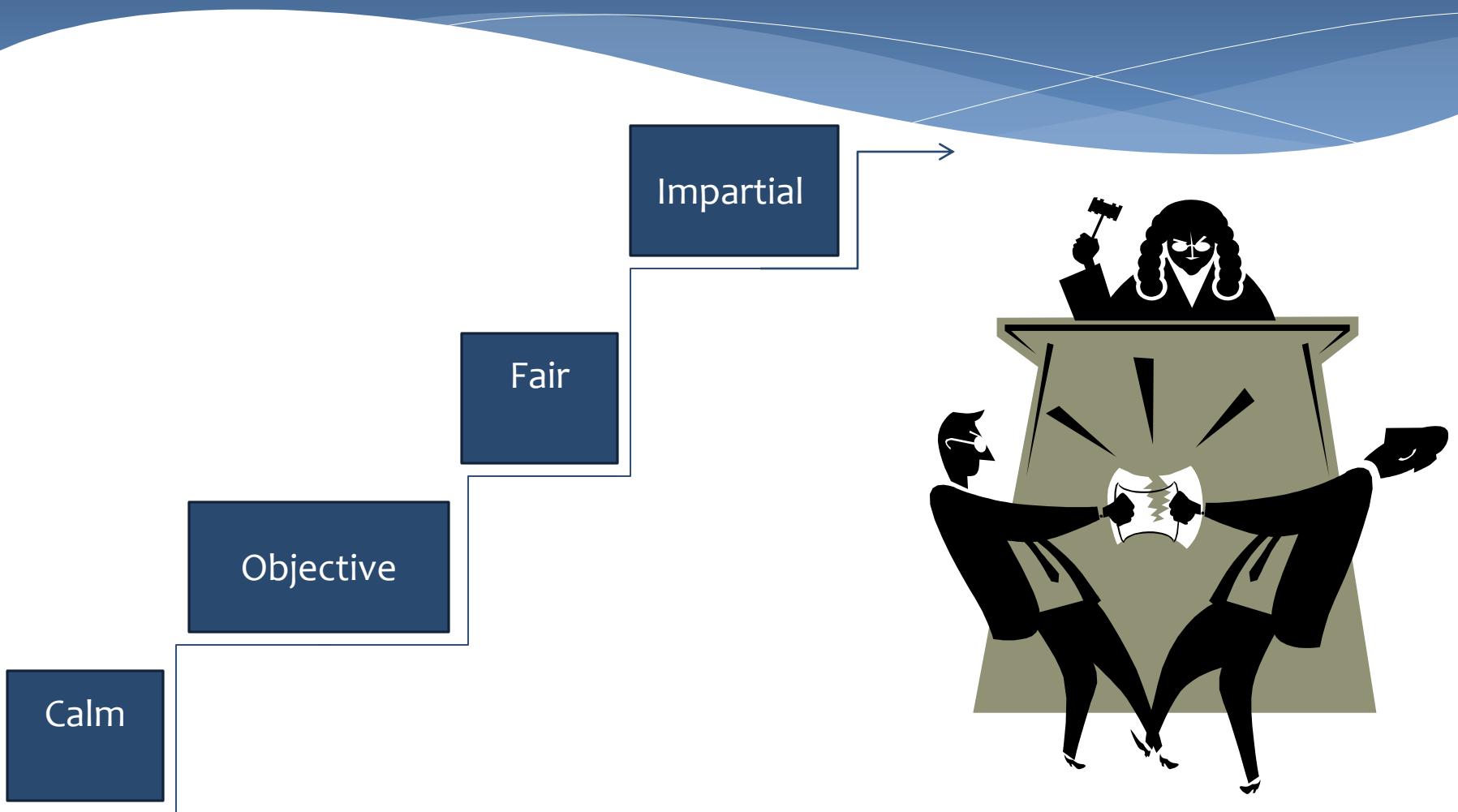
- * The PDC and TPO Chair shall appoint one of the members of the CAC for a three-year term
- * Chair shall have all of the customary duties pertaining to the Chair position, including managing meetings, signing CAC documents and performing further duties assigned by the HRPDC or HRTPO chairs

Chairman's Role

- * Maintain order
- * Enforce Robert's Rules
- * Operate in an expedient and impartial manner
- * Conduct business in a calm and objective manner
- * Focus the group and not allow irrelevant discussion



Chairperson



CAC Vice Chair

- * Shall be a CAC member
- * In absence of Chair, perform duties of the Chairperson
- * Perform other duties assigned by the CAC Chair or HRPDC/HRTPO Chair
- * Elected by CAC members

CAC Meetings

During the Meeting

- Approve and Follow the Agenda
- Confirm that a Quorum is Present
 - Majority must be present to conduct business
- Adhere to Parliamentary Procedure
 - Members must be recognized by the Chair
 - One question at a time, one speaker at a time
 - Respect fellow CAC members and Guests
- Vote on items before the assembly

“Speak Thru the Chair”

- * To ensure orderly meetings, members must first be recognized by the Chair to provide input

Types of Motions

Main Motions

- * A proposal that certain action be taken or an opinion be expressed by the group.
- * In most cases, will be a recommendation to the HRPDC or HRTPO Boards for consideration
- * “I move...”

Secondary Motions

- * May be used while the main motion is on the floor

Steps to Making a Motion

1. Member raises hand and addresses Chair
2. Chair recognizes member by nodding at member stating his or her name
3. Member states his motion
“I move to...”
4. Another member seconds the motion by raising a hand and calling out “Second”

Steps to Making a Motion

5. Chair states motion and places it before the assembly

“It is moved and seconded that....”

“Is there any discussion?”
6. Members are recognized and debate the motion
(subsidiary motions may be introduced during this time)

Steps to Making a Motion

Chair puts question to a vote

“Are you ready for the question?”

“The question is on the adoption of the motion...”

“Those in favor raise your hand...”

“Those opposed raise your hand...”

“If roll call vote is called - Staff please take roll...”
(required per state code for virtual meetings)

Steps to Making a Motion

8. Chair announces the results of the vote

“Those in favor have it, the motion has been adopted to...”

“Those opposed have it; the motion is lost, we will not...”

“The next order of business is...”

Examples that a Meeting is Out of Order

- * Members speaking without being recognized by the Chair
- * Individual members making personal remarks/attacks
- * Members bringing up the same motion or essentially one like it
- * Debates are not directed to motions but to motives, principles and personalities.
- * Members yelling out in opposition

Discipline

- * **Censure:** an expression of strong disapproval or harsh criticism. It can be adopted without formal disciplinary procedures.
- * **Suspension:** a member may have a right, some rights, or all rights of membership suspended for a period of time.
- * **Removal:** A member may be removed from office as provided for in an Organization's Bylaws

Most Importantly

Thank you for all you do to advocate
for and represent our regional
community



Any Questions Before we Move onto Bylaws?

