

EDUCATION

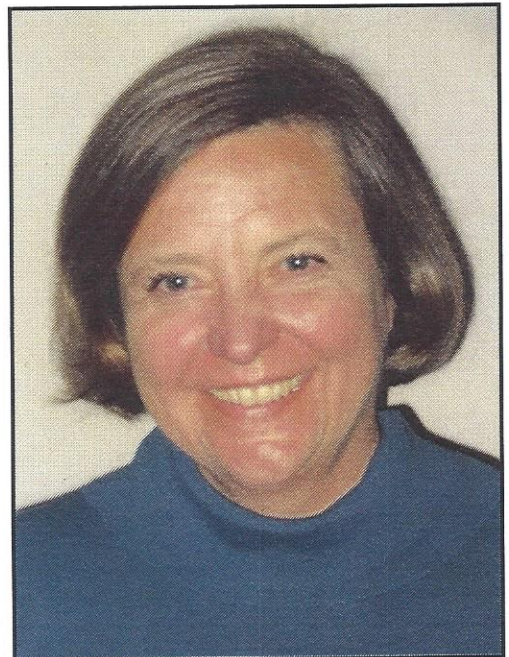


PATHWAYS

**MASTERING
ROBERTS
RULES OF
ORDER**

Questions about course content?

Hello. I'm Dr. Beth Hagan and I'm the person to email if you have any questions about the content of this course. If you need clarification about a concept or further information, please



email me at BHagan7@aol.com and I'll get back to you as quickly as possible.

Happy Learning!

Beth

LEARNING OBJECTIVES

In this course the participants will be able to:

Describe common rules and procedures for deliberation and debate.

Demonstrate the use of Roberts Rules.

Apply rules to association meetings.



A STORY

It's 5:30 on board meeting night. You're attending the regular monthly meeting of your neighborhood association. Your president, Disorganized Diane, is ready to start the meeting. Diane's really a stickler when it comes to keeping the azaleas pruned and blooming at the front entrance to your neighborhood, and she thinks the board is just one big beautification committee. So, Diane starts the meeting off by going over last month's minutes — well, just the part about the new gardener she wants. When she gets through with that, she starts talking about the possibility of spending some money on more azaleas.

A STORY

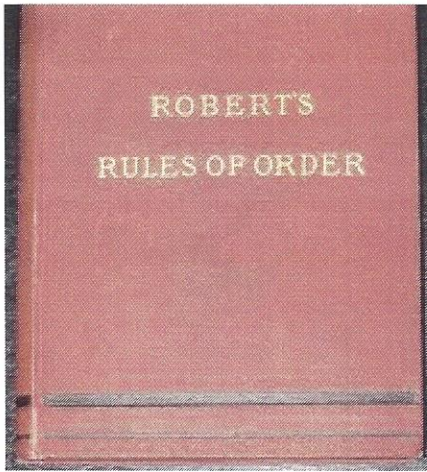
In spite of the great organizational tools and techniques available in Robert's Rules, for some reason meetings happen all the time in which presiding officers like Diane fly by the seat of their pants — going over last month's minutes, rehashing old decisions, interspersing real discussions with commentary, and suppressing anybody who tries to move things along.

If you're unlucky enough to be a CAM of one such organization, then you already know the importance of knowing how to make a meeting run with a reasonable amount of dispatch. If not, then the future is now for anyone who can be efficient and effective when it comes to running meetings.

As a CAM, chances are you have had some association meetings that felt like no one was in charge and you worried about where the meeting might end up just like the one described above. Those are some of the same concerns that prompted the writing of Robert's Rules of Order.

ROBERT'S RULE OF ORDER





Robert's Rules of Order is the foremost guide to parliamentary procedure. It was developed by Henry Martyn Robert, an engineering officer in the Army. After being asked to preside over a church meeting, Robert realized that there was a lack of knowledge about parliamentary procedure.

The current edition of Robert's Rules of Order Newly Revised has been kept up to date on current procedures.

THE PROCESS

This process provides rules and procedures for deliberation and debate in meetings in order to place the whole membership on the same wavelength.

When proper rules of procedure are followed, all interested parties have a chance to participate in decision making. It also protects the rights of individual members and allows for a democratic result to be reached.

THE AGENDA

It is customary for an association to have a permanent order of business/agenda, and it should be provided with the notice of the meeting.



Roberts gives an order of business but doesn't mandate any particular agenda. However, he does give us an agenda protocol that has been so widely used that it's almost universally accepted as a fundamental meeting plan. Not everything in the agenda talked about here is necessary in every situation, and your agenda may even need to be more extensive and detailed. But in its own right, this basic agenda

is a great arrangement of events, consistent with the standard order of business discussed throughout this chapter; you can find it at the heart of just about every good business meeting you ever attend. And that's a great goal for a CAM to aspire to – running a good association meeting.

ORDER OF BUSINESS

After a few meetings with the same order of business, everyone attending will anticipate the order and a meeting rhythm will develop.

This fixed order of business must be followed unless the rules are waived or suspended by a two-thirds vote of those participating in the meeting.

The order of business serves as a guide for the presiding officer and the membership of the meeting. This allows a meeting to proceed in order and in an organized manner under the leadership of the presiding officer.

ORDER OF BUSINESS



It is the right of any member to request the agenda be followed if the order of business is not followed. A member may do this by calling a "point of order."

It is also the right of the presiding officer not to recognize any subject which is out of order on the agenda or to terminate a presentation which is not part of the agenda under current consideration.

MOTIONS

Motions and seconds are an important part of any meeting.

Subjects that are being introduced for consideration are done so through making a motion. As a general rule, a motion needs a second to the motion from another member at the meeting. This is done to avoid wasting time when only one member has an interest in a subject. If a motion does not receive a second, the presiding officer declares that the motion fails and proceeds on to the next order of business.

The meeting may consider only one motion at a time.

STEPS IN MAKING A MOTION

In order to make a motion, a member must do the following:

- . Obtain recognition from the presiding officer.

Common Mistake: *Members do not stand up, do not wait to be recognized, and typically start to discuss their motion.*

STEPS IN MAKING A MOTION



State the motion to the membership at the meeting.

Common Mistake: *Motion is restated differently from the wording of the make. Beware because the motion that is*

adopted is the one stated by the presiding officer, not the one stated by the maker of the original motion.

STEPS IN MAKING A MOTION

Receive a second to the motion.

Common Mistake: *The person seconding the motion dives into the merits of the motion.*

Be recognized by the presiding officer as being "in possession" of the meeting. At this point, the motion cannot be withdrawn with consent of the membership.

DEBATE?

As a general rule, all motions are debatable unless a motion to



eliminate or limit
debate has already



been adopted by a two-thirds vote. After the debate, the subject is "put" to the membership for a vote, voted upon, and the results are declared by the presiding officer.

TYPES OF MOTIONS

There are actually over 44 types of motions discussed in Robert's Rules of Order. Here are four variations of motions.

1. Subsidiary motions are applied to other motions for the purpose of modifying, amending, postponing, or disposing of the original motion.
2. Incidental motions may or may not arise out of another pending motion and do not seek to modify or amend the

pending motion but instead address how and when another motion will be dealt with by the meeting.

3. A privileged motion is a motion that is granted precedence over ordinary business because it concerns matters of great importance or urgency.

4. Unclassified motions include frivolous motions and unique motions. The presiding officer may choose not to recognize these motions.

RECONSIDERATION MOTION

A reconsideration motion is the most common and most frequently utilized unclassified motion. It is most commonly used for the purpose of clarification or modification when the original motion was incomplete or incorrect.

MEETING PREPARATION



Meeting preparation is an essential partner to parliamentary procedure. Meeting organization

ensures that all members have been given notice properly, that a chairman has been selected to preside over the meeting, and that a secretary has been selected to keep a record of the proceedings.

MEETING PREPARATION

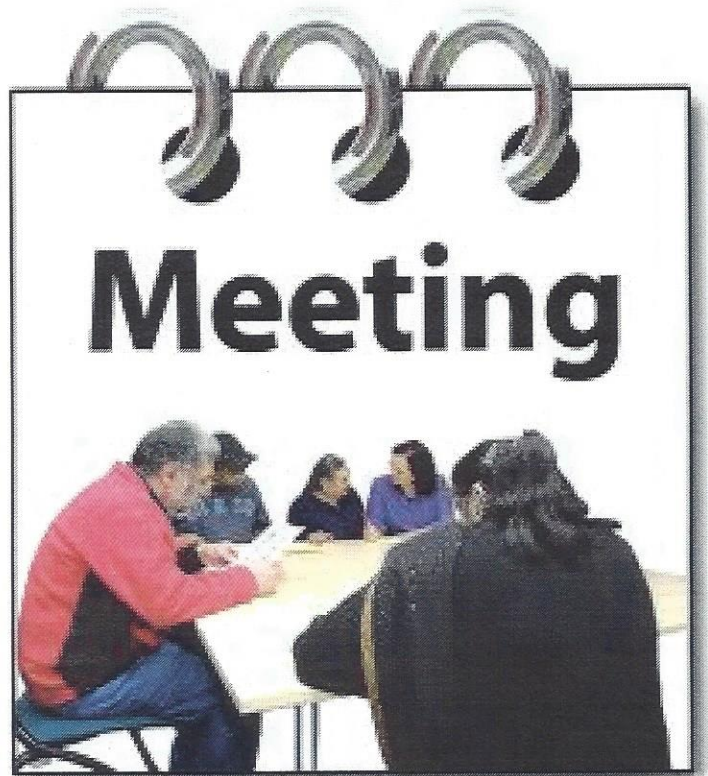
The chairman's preparation should include an organizational outline, the business of the meeting, a list of the motions to be made, a list of the individuals who desire to be recognized to speak and a list of nominations to be made, if any. An exceptional leader will also anticipate any special needs that may arise from items of business (prepared ballots for elections, etc.).

The presiding officer should have a copy of the organization bylaws, the rules of procedure, and other necessary community documents available for easy reference. The presiding officer must have a working knowledge of the organization documents to ensure a smooth meeting

PRIORITIES OF MOTIONS

As we said earlier, Robert's Rules of Order has over 44 types of motions listed. A motion may have a higher level of priority over another. By disposing of motions in the proper order, the meeting can be completed as intended. The order of the most common types of motions is:

1. Adjourn at a fixed time
2. Adjourn
3. Recess
4. Reconsideration
5. Question of privilege
6. Call for orders of the day
7. Lay on the table
8. Previous question
9. Limit debate
10. Postpone to a certain time
11. Amend the motion
12. Postpone indefinitely
13. Main motion



POINTS ALWAYS IN ORDER

The following three points are always in order:

- Point of Order: When a member thinks that the rules of the assembly are being violated, s/he can make a Point of Order (or "raise a question of order," as it is sometimes expressed), thereby calling upon the chair for a ruling and an enforcement of the regular rules.
- Point of Information: a *request for information* on a specific question, either about process or about the content of a motion. A point of information does not give the speaker the privilege to provide information. If you have information for the body, raise your hand to be put on the speakers list.

POINT OF PERSONAL QUESTION OF PRIVILEGE

Point of Personal Question of Privilege: a comment addressing a personal need which could be a direct response to a comment defaming one's character, a plea to open the windows, etc.

A common example is a motion to enter into Executive Session.

OUT OF ORDER



A matter can be out of order if it's presented at the wrong time or in the wrong way. For example, a main motion is out of order when another main motion is already pending or on a subject which should arise under a different order of business on the agenda

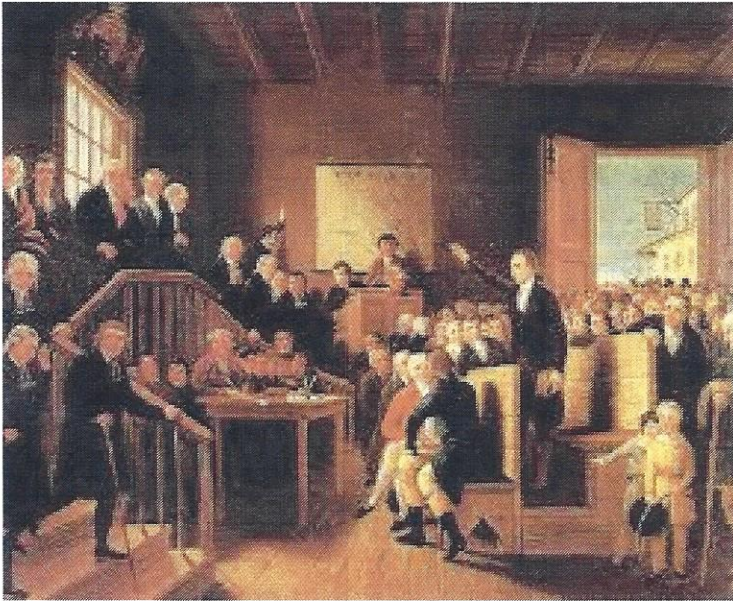
Calling a point of order or to demand the proper order of business be followed and does not need a second. It is the presiding officer's duty to enforce the rules and the order of business of the meeting without debate or unnecessary delay.

And it is the right of every member who notices a departure from the rules or from the order of business to insist upon proper enforcement.

WAIVING THE RULES

Waiving the rules is permissible if a motion to waive the rules is adopted first. This is an incidental motion and is decided without debate. A 2/3 favorable vote of those present at the meeting is required for the adoption of waiving the rules and the motion itself can not be amended.

DEBATE



Every member has the right to speak and debate on the designated agenda items. If there are any rules governing the debate, they must be in writing

and must be part of the articles of incorporation, bylaws or rules of the association.

Debate on a subject begins after a motion has been made, seconded, and stated by the presiding officer. Members must first be recognized in order to be heard in the meeting. Debate must be presented in a respectful manner in order to avoid conflict and personal attacks.

DEBATE

All main motions are debatable but not all of the rest of the motions. Motions and matters of privilege, motions to waive the rules, motions to adjourn and recess are not debatable.

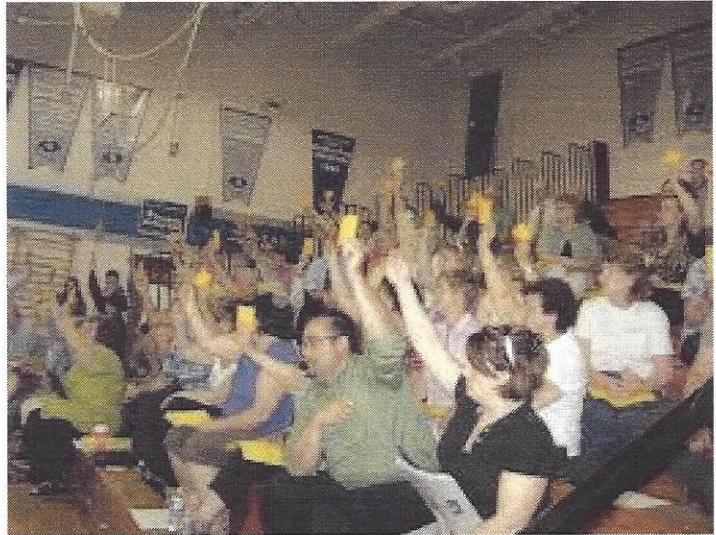
Although all unit owners have the right to speak at meetings of the board of directors, they may not have a vote at the meeting of the board of directors. Voting at Board meetings is the responsibility of only Board members.

THE VOTE

When it is time for a vote, the presiding officer must restate the matter clearly for the membership. The vote may be taken in one of five ways:

1. With a voice vote, the chairman calls for "ayes" in favor and "nays" opposed to the motion.

2. With a show of hands, members stand or raise their hands when a "yes" or "no" is called for.



3. With an individual role call, the role of the membership is called and each member states their vote for or against the motion.

4. Ballot votes are marked on a secret ballot and delivered to the official for tabulation.

5. A general consent is requested by the presiding officer and no objections are raised.

The results of the vote, regardless of the method, must be determined by a call of the presiding officer and then declared. If there is a tie vote, the motion is not carried and the issue is lost.

A member may change their vote until the vote results are announced. Once the results are announced, however, no changes may be made.

COURTESY

Decorum is the exercise of common courtesy and maintaining respect for the rights of others. Meeting decorum is built on mutual respect between the membership and the presiding officer of the meeting.

The presiding officer should guide members through the proper order of business. He or she should not permit conduct which is disruptive, tedious, or dilatory. All issues and requests to speak should be presented through the presiding officer.

USING A MEETING GUIDE

Having a meeting guide to follow is very helpful in maintaining meeting decorum. Here is a simple chairman's meeting guide to use in meetings:

1. Call to order.
2. Calling the roll and certifying the proxies.
3. Proof of notice (the affidavit of the secretary).
4. Reading of the minutes.
5. Elections.
6. Unfinished business.
7. New business.
8. Adjourn.

Here are some common mistakes that you as a CAM

can help your association avoid:

Winging It Without An Agenda

A simple agenda can help set expectations, keep a meeting on track, and create accountability. Without an agenda, meeting missions fall by the wayside. Participants cannot prepare, so time is lost while people read or catch up during the meeting. People will hijack an agenda-less meeting, while impatient participants whisper in side conversations. The meeting ends before decisions are made, or after key people have left. It all adds up to low morale and high frustration.

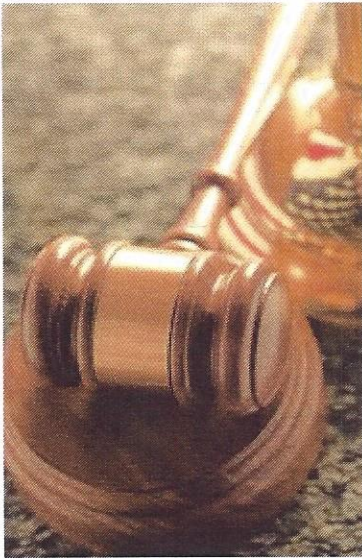


COMMON MISTAKES

Mismanaging Time

A big complaint about meetings is that they start late, end late, and waste time in between. You can radically change your association's meeting culture simply by starting and ending on time. People will be much happier going to a meeting and will participate more fully if they know their time will be respected and they will accomplish what they came to do. Insist on good practices across the board, beginning with starting on time.

COMMON MISTAKES



Mishandling Conflict

While positive, healthy conflict helps promote discussion before decision-making, meeting leaders must beware of negative, personal attacks that poison the atmosphere and impede progress. Make it safe to disagree so participants debate issues on their merits. Allowing the discussion to get personal or issues to go unresolved can damage the whole association. To manage negative conflict, identify *common* goals, build on agreements, avoid placing blame, and have zero tolerance for personal attacks.

COMMON MISTAKES

Failing to Control Difficult People

People who argue with you or talk amongst themselves can take a meeting off track in a hurry. While debate is usually healthy, some people will test the limits by arguing miniscule points or refusing to see others' views.

The trick here is direct intervention. During meetings, allow disruptors to speak their piece, but enforce time limits and move on. Ask other leaders to do the same.

COMMON MISTAKES

Tolerating Side Meetings

Side meetings, another problem in many meeting cultures, happen because they are tolerated or because meetings get sidetracked and/or run too long. If people are bored or restless,

they start whispering, unaware of or not caring about being rude or how others see them.

Handle disruptive side meetings by gradually escalating your intervention. First, look at the side-talkers until you catch their eyes. If they don't get the message, walk over to them or call on them.



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Please print the certificate and write your name, date of completion and CAM number on it. Retain this for your records.

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