



**HOW TO USE ROBERT'S RULES OF ORDER  
TO FACILITATE BETTER MEETINGS**

**DIAL 844-WEB ADIGO  
(844-932-2344)**

START TIME: 5 MINUTES AFTER THE HOUR  
WE'LL GO FOR 20 MINUTES UNTIL 25 PAST


Brad Volin



**AGENDA**

- Intro's
- Challenges
- Robert's Rules
  - Step 1
  - Cheat Sheet: Precedence
  - No Precedence
  - Main Motion
  - How-to accomplish ...
  - Top 4
  - Mistakes to avoid

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## INTRODUCTIONS

- President, Adigo
- Experience at Public and Private companies
- Used Robert's Rules
  - Public service: watch City Council Meetings
  - Non-profits
  - Corporate

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## MEETINGS – FRUSTRATION OR MODEL OF EFFICIENCY?

- Who has used RR?
  - Who hosts?
  - In person vs virtual – which is easier/better?
  - Blog article - anything of particular interest?
  - Share a good or bad experience
- 
- What does this Mean? >>
    - Ground Rules

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TYPICAL ACTUAL SCENARIO

- Bored
- Unprepared
- Late comers
- Etiquette
- Politics

○ Not tech savvy

- New users
- Training



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RESULT: INEFFICIENT AND POOR DECISIONS

Challenges:

- Don't know each other
- Focused on other things
- Wrong people
- Data not clear



What is your horror story?

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## ROBERT'S RULES:



Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide.

Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. **(no railroading through proposals)**

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## RR – CONT'D:



Robert's Rules provides for constructive and democratic meetings to help, not hinder, the business of the assembly.

Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

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## WHAT IT DOES

- Establish ground rules
- Agendas are core
- Keeps it respectful
- Stay on task

*efficiency*

- Removes the emotion
- Focus on the majority
- Focus on the facts

*good decisions*

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## STEP #1:

- **Provide TRAINING**
- **Provide Vocabulary cheat sheet**
- **Written Ground rules: strict adherence?, norms, rotate chair?...**
- **Conduct Practice Meetings**
- **Designate a RR judge**

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## RR CHEAT SHEET – PRECEDENCE

To:	You Say:	Interrupt?	2nd	Debate	Amend	Vote
Adjourn	I move that we adjourn	N	Y	N	N	M
Recess	IMTW recess until	N	Y	N	Y	M
Complain	Point of privilege	Y	N	N	N	Chair
Suspend further consideration	IMTW table it	N	Y	N	N	M
End debate	IM the previous question	N	Y	N	N	2/3
Postpone consideration	IM we postpone this until ...	N	Y	Y	Y	M
Amend a motion	IMT this motion be amended by	N	Y	Y	Y	M
Introduce business	I move that ...	N	Y	Y	Y	M

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## RR CHEAT SHEET – NO PRECEDENCE

To:	You Say:	Interrupt?	2nd	Debate	Amend	Vote
Object to procedure	Point of order	Y	N	N	N	Chair
Request information	PO information	Y	N	N	N	N
Ask for vote by count to verify	I call for a division of the	Y	N	N	N	N
Object to considering	I object to consideration of	Y	N	N	N	2/3
Take up matter previously tabled	IM we take from the table	Y	Y	N	N	M
Reconsider something already	IM we reconsider our	Y	Y	If orig was	N	M
Consider out of its sched order	IM we suspend the rules and	N	Y	N	N	2/3
Vote on a ruling	I appeal the Chair's decision	Y	Y	Y	N	M



## PROCEDURE: HANDLING A MAIN MOTION

1. **NOTE:** Nothing goes to discussion without a motion being on the floor.
2. **Obtaining and assigning the floor**
3. **How the Motion is Brought Before the Assembly**
4. **Consideration of the Motion**
  1. Members can debate the motion.
  2. Before speaking in debate, members obtain the floor.
  3. The maker of the motion has first right to the floor if he claims it properly
  4. Debate must be confined to the merits of the motion.
  5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.
5. **The chair puts the motion to a vote**
6. **The chair announces the result of the vote.**

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## ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

- Main motion
- Amending a motion
- Refer to a committee
- Postpone definitely
- Previous question

You think discussion has gone on for too long and you want to stop discussion and vote.

- Limit debate

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

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## TOP 4

1. **REFER TO A COMMITTEE** - You feel that an idea or proposal being discussed needs more study and investigation
2. **LIMIT DEBATE** - You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.
3. **COMMITTEE OF THE WHOLE** - You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers.
4. **POSTPONE DEFINITELY** - want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time

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## MISTAKES TO AVOID

- Don't use as a weapon: manipulating, expert RR
- Train everyone on the basics so on same page. "New vocabulary"
- Restate the motion
- Going too fast

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## QUESTIONS?

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[www.linkedin.com/pub/brad-volin/0/622/284/](http://www.linkedin.com/pub/brad-volin/0/622/284/)

How helpful was this? 1 (not much) – 5 (super)

**For links, details and references,** see our  
Thursday blog post: <http://blog.adigo.com/>

