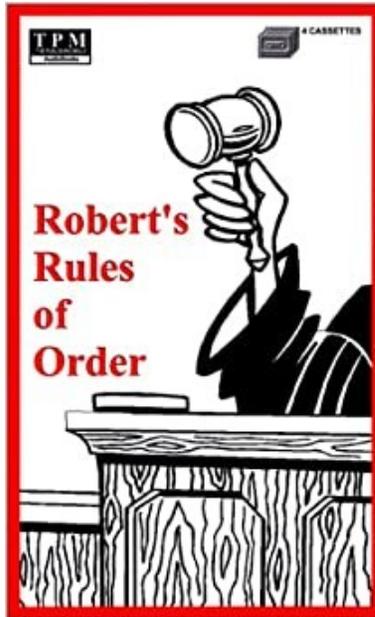


Robert's Rules of Order



A method for conducting meetings that are fair, efficient, democratic and orderly.





What is SIR?

- SIR (Sons in Retirement) is a non-profit, public benefit corporation formed for men.
- SIR is a term used collectively refer to the parent 501(c)(4) corporation, Sons In Retirement, Incorporated, referred to as the State, and 100+ purposefully independent 501(c)(4) corporations referred to as Branches.



What is the Relationship between SIR, Inc. and the Branches?

- SIR, Inc. provides the structure to keep the Branches in conformance with CA law.
- Each has a chief executive officer.
- In the case of SIR, Inc., that person is the President.
- In the case of the Branches, that person is the Big Sir.



How do Robert's Rules of Order Fit Into the Picture?

- Both the State and the Branches conduct their formal business via Board or BEC Meetings
- These meetings are carried out using *Robert's Rules of Order* as the method for conducting the meetings.
- The State and Branch Secretaries document the minutes of these meetings.





But I always followed Robert's Rules of Order.
Who are you to question Robert's Rules?



Sometimes Meetings Can Be A Turnoff



Robin



What Constitutes a Good Meeting?





Tips and Reminders for the Person Running the Meeting

- Follow the agenda to keep the group moving toward its goals
- Let the group do its own work, don't over command
- Control the flow of the meeting by recognizing members who ask to speak
- Let all members speak once before allowing anyone to speak a 2nd time (mostly for large meetings)
- When discussions get off-track gently guide the group back to the agenda



Tips and Reminders (continued)

- Model courtesy and respect, and insist that others do the same
- Help to develop the board's skills in parliamentary procedure by properly using motions and points of order
- Give each speaker your undivided attention
- Keep an emotional pulse on the discussions
- Allow a consensus to have the final authority of the group



Meeting Agenda Suggestions

Before the meeting review items from the Schedule of Branch Operations (available on the SIR, Inc. website) <https://sirinc.org/>

- 1 Call the meeting to order
- 2 Determine that there is a quorum present
- 3 Request a motion to **approve the minutes of the previous meeting**, obtain a 2nd, vote to approve or amend

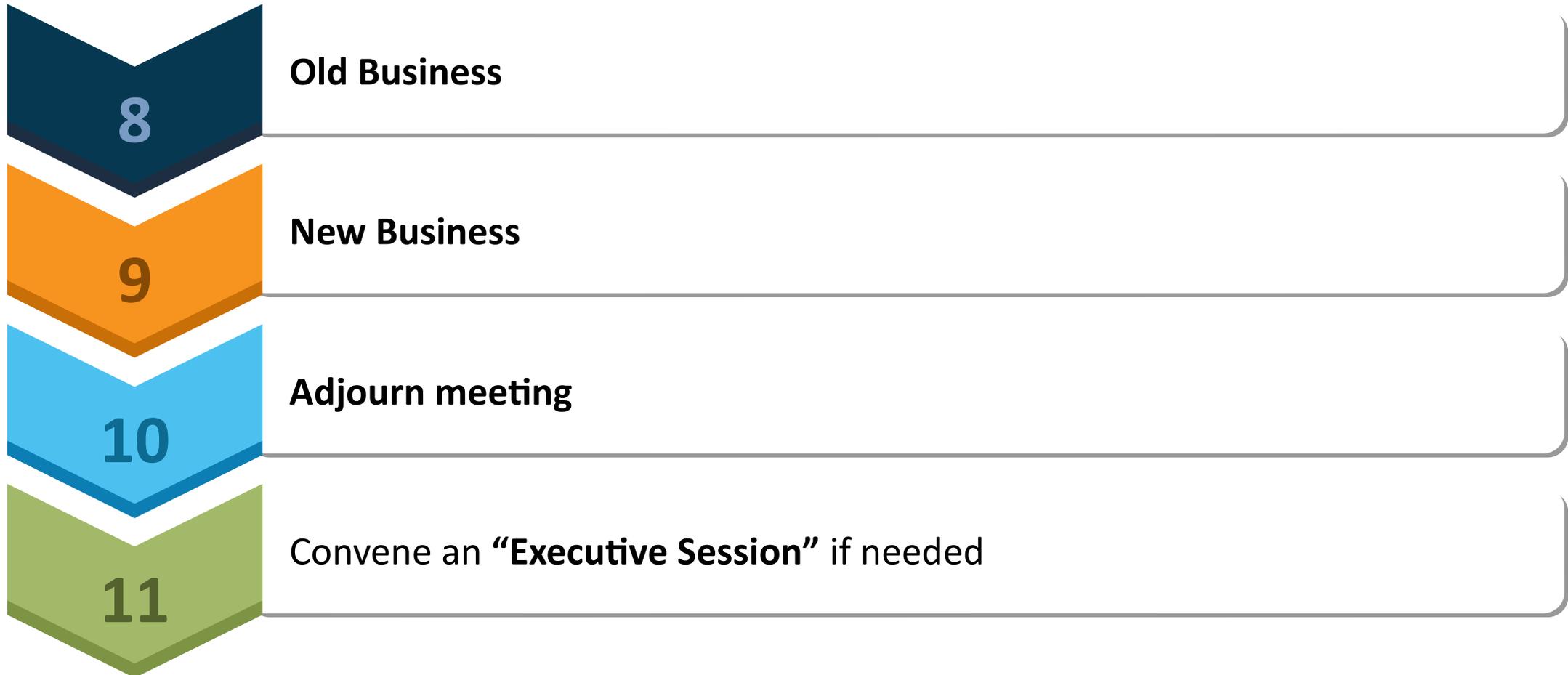


Meeting Agenda Suggestions (continued)

- 4 **Receive reports** from branch officers, RAMP chairman, and various branch administrative & activity chairmen (including those not on the BEC)
- 5 Vote to **approve all official reports** (e.g. Form 27, Form 28, Audit Committee, etc.)
- 6 Vote to **approve branch activities** annually, and any new activities throughout the year
- 7 Vote to **approve new members & replacement board members**



Meeting Agenda Suggestions (continued)





Robert's Rules of Ordering



Questions so far?



Who Was Robert?

- **Army Major Henry Martyn Robert**, had bad experiences leading church meetings, so he decided to develop an organized and democratic method of conducting meetings.



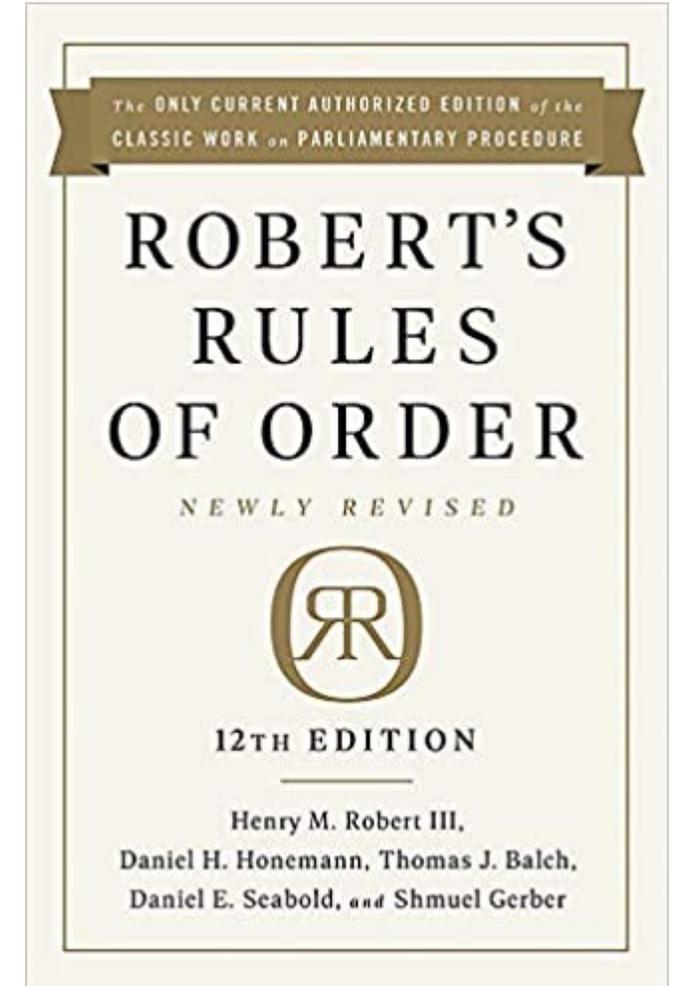
- The result was ***Pocket Manual of Rules of Order for Deliberative Assemblies***, first published in 1876.





Robert's Rules of Order

- 12th edition published in 2020
- This newest version has about 650 pages of content!
 - We will just cover the basics





Robert's Rules of Order

- Synonymous with Parliamentary Procedure
- 80% of all Organizations use Robert's Rules as their Parliamentary Procedure



Robert's Rules puts YOU in more control and allows consideration for all points of view.



Robert's Rules of Order: Motions

TYPES OF MOTIONS



Main Motion

Introduce a new item



Subsidiary Motion

Change or affect how to handle a main motion (vote on this before the main motion)



Motion to Table

Kills a motion



Motion to Postpone

**Delays a vote
(can reopen debate on the main motion)**



Robert's Rules of Order: Going Through the Motions

EACH MOTION HAS 6 STEPS

1. Motion:

- A member raises his hand to signal the chairman

2. Second:

- Another member seconds the motion

3. Restate motion:

- The chairman restates the motion

4. Debate:

- The members debate the motion

5. Vote:

- The chairman restates the motion, then:
- Asks for the affirmative votes;
- Asks for the the negative votes

6. Announce the Vote:

- The chairman announces the result of the vote & any instructions

TIP: If the board is in obvious agreement, the chairman may save time by stating "If there are no objections, we will adopt the motion to ..." Then wait for objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions.

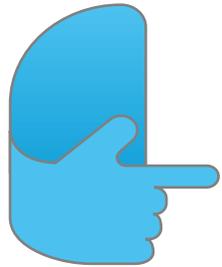


Robert's Rules of Order: Requesting Points

- Certain situations need attention during a meeting, but they don't require a motion, second, debate or voting. It is permissible to state a point during a meeting where the chairman needs to handle a situation right away.
- Board members can declare a *Point of Order, Point of Information, Point of Inquiry, or Point of Personal Privilege.*

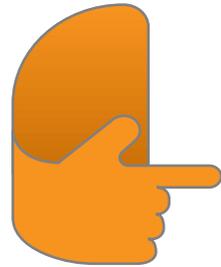


Robert's Rules of Order: Types of Points to Request



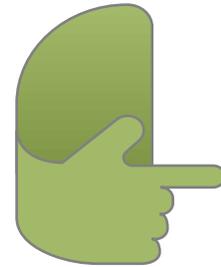
**Point of
Order**

Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.



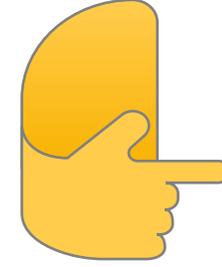
**Point of
Information**

A member may need to bring up an additional point or additional information (in the form of a non-debatable statement) so that the other members may make fully informed votes.



**Point of
Inquiry**

A member may use a point of inquiry to ask for clarification in a report to make better voting decisions.



**Point of
Personal
Privilege**

A member may use a point of Personal Privilege to address the physical comfort such as room temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.



A Brief Demonstration





Robert's Rules of Order Cheat Sheet for Nonprofits

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision



Robert's Rules of Order Cheat Sheet for Nonprofits

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by ____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote



Robert's Rules of Order Cheat Sheet for Nonprofits

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Table a Motion	"I move to table..."	No	Yes	No	No	Majority
Verify voice vote with count	"I call for a division."	No	No	No	No	No vote
Object to considering some undiplomatic matter	"I object to consideration of this matter..."	Yes	No	No	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	No	No	Majority



Robert's Rules of Order Cheat Sheet for Nonprofits

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
* Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	No	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	No	No	Majority
Personal preference- noise, room temperature, distractions	"Point of privilege"	Yes	No	No	No	No vote

* A member may make a [motion to consider](#) something that was already disposed, however, the reconsidered motion may not be subsequently reconsidered. A motion to reconsider must be made during the same meeting and can extend to a meeting that lasts for more than one day.



Final Questions ?



Meeting Adjourned



“All those in favor of saying ‘It’s a wrap’ instead of ‘Meeting adjourned’ say ‘Aye.’”

Thanks for your attention!

If you have any further questions
you can contact me at
bill.holly@comcast.net