

Robert's Rules of Order :

The web site: <http://www.rulesonline.com/start.html#rror--00.htm>

All Committee will use the Robert's Rules of Order to conduct business.

Just The FAQ's (Frequently Asked Questions):

The answers here assume that RONR is the adopted parliamentary authority and that there are no bylaws, superior laws, or Special Rules of Order which supercede the rules in RONR:

What is a quorum?

It is the minimum number of voting members who must be present at a meeting in order to conduct business, usually specified by the bylaws. If not specified in the bylaws, then in most societies a quorum is a majority of the entire membership. In a body of delegates, a quorum is a majority of the members registered as attending. In organizations without a reliable register of members, a quorum at a regular or properly called meeting is those who attend. In a mass meeting, a quorum is those persons present at the time. For more information, refer to RONR 10th ed. pp. 334-335.

Can the chairman vote?

If a member, the chairman has the right to vote, and does so in small boards of not more than about a dozen members present. In larger assemblies, the chairman (who has a duty to maintain an appearance of impartiality) may vote when his vote would affect the outcome: to make or break a tie or to make or prevent a two-thirds vote, or when the vote is by ballot (at the same time as everybody else). For more information, refer to RONR 10th ed. pp. 392-393.

Can the chairman make motions?

Yes, the chairman, if a member, has the same RIGHT to make a motion as any other member. In small small boards of not more than about a dozen members present, the chairman usually participates the same as other members. However, in larger assemblies, the chairman has a duty to remain impartial, so would usually not make a motion directly. The chairman could say, for example, "The chairman will entertain a motion to..." and then wait for a member to make it, or "Is there a motion to suspend the rules that interfere with hearing the speaker at this time?"

The chairman may also assume a motion, as in: "If there are no [further] corrections, the minutes stand approved as read [as corrected]." or "If there is no further business to come before the meeting, this meeting will now adjourn. [pause] Hearing none, this meeting is adjourned."

So you see, without actually directly making a motion, the chair can accomplish pretty much the same thing without blatantly compromising his or her impartiality. Another option is to ask someone before the meeting to make a motion that the chair wishes to be considered. After all, the chairman is a member, too, and has just as much right to have things go their way as any other member. Accepting the job of chairman does not remove any rights as a member. For more information, refer to RONR 10th ed. pp. 470-471, 343, 210, 234, 490.

Can the chairman enter into debate?

In small boards of not more than about a dozen members present, yes. In larger assemblies, if the chairman wishes to debate, he/she should relinquish the chair to the vice president or another member, until the matter is disposed of, before resuming the chair. For more information, refer to RONR 10th ed. pp. 470-471, 382-383.

Can an ex-officio member vote, make motions, or debate?

Yes, the term "ex officio", when no written rule addresses it otherwise, refers to a METHOD of sitting with a

body, not a “class” of membership. It tells how one becomes a member (by virtue of the office), not what their rights are. If the rights of ex-officio members are to be restricted, that must be done in the bylaws. Otherwise, ex-officio members have the same rights as elected or appointed members. For more information, refer to RONR 10th ed. pp. 466-467.

Can bylaws be suspended?

Only bylaws that are in clearly in the nature of rules of order may be suspended. For more information, refer to RONR 10th ed. p. 17.

Can a member of the nominating committee be nominated?

Yes. For more information, refer to RONR 10th ed. p. 419.

Can a member nominate themselves for an office?

Yes. There is no rule in RONR 10th ed. that prevents it.

Can nominees vote for themselves?

Yes. There is no rule in RONR 10th ed. that prevents it.

Must the President, if nominated, step down from the chair during the election?

No. For more information, refer to RONR 10th ed. pp. 436.

Can a bylaws requirement for a ballot vote be suspended if there is only one nominee for each office?

No, such a bylaw cannot be suspended even by a unanimous vote or unanimous consent. For more information, refer to RONR 10th ed. pp. 255 and 244.

What is a write-in vote?

During a ballot vote, a member may write a name on the ballot, which is a vote for that person, rather than voting for a candidate whose name already appears on the ballot. For more information, refer to RONR 10th ed. pp. 427.

Are mail-in , e-mail , or telephone votes okay?

No, not unless authorized by the bylaws. For more information, refer to RONR 10th ed. pp. 469-470.

If a motion has been defeated, can it be brought up again at the next meeting?

Yes, if the meeting is a different session, which is the normal situation, in other than legislative bodies. For more information, refer to RONR 10th ed. pp. 325-331.

Can a meeting be adjourned if there is still business pending?

Yes. For more information, refer to RONR 10th ed. pp. 225-226.

Who decides what is on the meeting Agenda?

The members at a meeting may adopt an agenda by a majority vote, and may amend it prior to its adoption. After it is adopted, an amendment to the Agenda requires a two-thirds vote, or a vote of a majority of the entire membership, or unanimous consent. For more information, refer to RONR 10th ed. pp. 360-363.

What can be done in the absence of a quorum?

Fix the time to which to adjourn, Adjourn, Recess, Take measures to obtain a quorum. For more information, refer to RONR 10th ed. pp. 336-337.