

# Effective Meeting Management through Rules and Customs

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# Hierarchy of Governance

1. Federal Statutes:  
Affordable Health Care Act  
Americas with Disabilities Act
2. State Laws:  
Corporations Code – Board of Directors, Quorum, Voting
3. City and Local Statutes
4. Constitution: Name; Object
5. Bylaws: A Society's Business Defined
6. Rules of Order (Robert's): Everything else
7. Standing Rules: Operations Manual (Governance Model)
8. Customs: Scary part



# Debate Protocol

1. Only one person speaks at a time.
2. A speaker must be recognized before speaking.
3. All comments are made through the chair.
4. Comments are confined to the current issue.
5. Discussion should alternate between Pro and Con.
6. No reading of lengthy papers.
7. No cross conversations; no interruptions.
8. No verbal attacks of other members.
9. Decisions are null and void in the absence of a quorum.
10. All decisions are binding on all members regardless of how a member voted.



# Temporary Disposition of a Motion

1. *Move to Lay the motion on the Table.*

This requires a temporary emergency. You probably have never seen this motion applied correctly thanks to the movies.

2. *Move to Postpone the motion.*

One may postpone the motion to later in the session or to the next meeting.

3. *Move to Refer the motion.*

One may refer the motion to a special committee or to a standing committee, and have the committee report at the next meeting or later.



# Do's about the Minutes - 1

1. DO use the agenda as a guide;
2. DO record the kind of meeting, date, time, and location;
3. **DO write the full name of the maker of every motion;**
4. **DO include the totals from the treasurer's report for previous balance, receipts, disbursements, and current balance;**
5. DO record the full names of officers and committee chairs who presented a report;
6. DO file complete signed reports of all written reports attached to the minutes as exhibits;



# Do's about the Minutes - 2

- 7. DO enter motions and amendments in the exact wording as stated by the presiding officer and as finally adopted;**
- 8. DO show the exact action taken on every motion (e.g., adopted, defeated, postponed, referred, laid on the table, etc.);**
- 9. DO record all balloted or ordered counted votes, for and against;**
- 10. DO record all Notices, Points of Order, Appeals (including the reason for the chair's ruling and the outcome of the appeal);**
- 11. DO list the names of members elected or appointed to special committees, the name of each committee, and its purpose;**
- 12. DO briefly include important announcements pertaining to the whole society.**



# Don'ts about the Minutes

1. DO NOT forget to check past minutes for agenda items;
2. DO NOT include the names of the seconders or abstainers;
3. DO NOT include every detail from a report;
4. DO NOT include any content of the debate unless ordered to do so by a vote of the board;
5. DO NOT include any motion withdrawn before the presiding officer stated it;
6. DO NOT include personal opinions or descriptive phrases.



# Six Steps to Handling a Main Motion

1. **Motion is moved:** Member makes the motion, “I move we allocate \$300 to repair the computers.”
2. **Motion is seconded:**
3. **Motion is stated:** The chair states the question, “It is moved and seconded to allocate \$300 to repair the computers.”
4. **Motion is debated:** Debate can be closed only by 2/3 vote cast by the board.
5. **Motion is put:** The chair says, “The motion is to allocate \$300 to repair the computers.” “Those in favor ...”
6. **Vote is announced:**  
“The ‘Ayes’ have it. The motion is adopted.”  
Or, “The ‘Noes’ have it. The motion is defeated.”



# Origins of a Motion

## 1. Item on an agenda:

1. The chair introduces the item briefly,
2. A member moves a motion (seconded),
3. Debate/Vote.

## 2. Committee is charged with returning a motion (or has the power):

1. Committee Chair presents a report,
2. Committee Chair moves the committee's motion (no second needed).
3. A non-committee member may move any motion (second is needed).
4. Debate/Vote.

## 3. Chair assumes a routine motion:

1. Chair states, "If there is no objection, a motion to ... will be adopted."
2. If there is no objection the assumed motion has been properly adopted without a second, debate, or voting.



# 1. Amend a Motion — By Inserting

1. Motion:  
“I move the board buys 3 computers.”
2. An Amendment is introduced during the discussion of the Main Motion:  
“I move to amend by inserting ‘to include a DVD player and 3 USB ports on each computer.’ ”
3. If the amendment is adopted, the motion would read, “the board buys 3 computers to include a DVD player and 3 USB ports on each computer.”
4. The Amendment is adopted or defeated.
5. Discussion and further amendments of the Main Motion continue.
6. The Main Motion is adopted or defeated.



## 2. Amend a Motion — By Striking

1. Motion:  
“I move to buy 3 computers and a microphone.”
2. An Amendment is introduced during the discussion of the Main Motion:  
“I move to amend by striking ‘and a microphone.’ ”
3. If the amendment is adopted, the motion would read, “to buy 3 computers.”
4. The Amendment is adopted or defeated.
5. Discussion and further amendments of the Main Motion continue.
6. The Main Motion is adopted or defeated.



### 3. Amend a Motion — By Striking and Inserting

1. Motion:  
“I move to buy 3 computers and 2 laptops.”
2. An Amendment is introduced during the discussion of the Main Motion:  
“I move to amend by striking ‘3 computers’ and by inserting ‘4 iPhones.’ ”
3. If the amendment is adopted, the motion would read, “to buy 4 iPhones and 2 laptops.”
4. The Amendment is adopted or defeated.
5. Discussion and further amendments of the Main Motion continue.
6. The Main Motion is adopted or defeated.



# Ranking of 13 Common Motions

Motion	Interrupt	Second	Debate	Amend	Vote
13. Fix the Time to Which to Adjourn		Y		Y	M
12. Adjourn		Y			M
11. Recess		Y		Y	M
10. Raise a Question of Privilege	Y				C
9. Call for the Orders of the Day	Y				C
8. Lay on the Table		Y			M
7. Previous Question		Y			2/3
6. Limit or Extend Debate		Y			2/3
5. Postpone to a Certain Time		Y	Y	Y	M
4. Commit (Refer)		Y	Y	Y	M
3. Amend		Y	Y	Y	M
2. Postpone Indefinitely		Y	Y		M
1. Main Motion		Y	Y	Y	M

