

Rules of Order and Facilitating Board Protocols

Garden Grove, California
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3:30 to 5:00 p.m.

California Special Districts Association

Lorenzo R. Cuesta
Professional Registered Parliamentarian
<http://www.roberts-rules.com>
parliam@roberts-rules.com



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Board Protocols

1. Critical Overall Information
2. Rules of Order (Robert's)
3. Appendices
 - a. Purpose and Form of Selected Motions
 - b. Ranking of Selected Motions



1. Critical Overall Information

Each rule is affected by and in turn affects all the other rules.



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Hierarchy of Governance

- ✚ Federal Statutes
- ✚ State Laws:
 - ✓ Corporations Code – Name; Object
 - ✓ Brown Act – Open Meeting Laws
- ✚ City and Local Statutes
- ✚ Constitution: Highest requirements for change
- ✚ Bylaws: A Society's Business Defined
- ✚ Rules of Order (Robert's): Everything else
- ✚ Standing Rules: Routine maintenance rules
- ✚ Customs: Scary part



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Protocol of Board Facilitation

- ✚ Only one person speaks at a time
- ✚ A speaker must be recognized before speaking
- ✚ All comments are made through the chair
- ✚ Comments are confined to the current issue
- ✚ Discussion should alternate between Pro and Con
- ✚ No reading of lengthy papers
- ✚ No cross conversations or interruptions
- ✚ No verbal attacks of other members
- ✚ All rules must be respected and obeyed



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Powers of a Board of Directors

- ✚ The Board and the officers have only those powers which are specifically granted by...
 - ✓ The Corporations Code,
 - ✓ The Brown Act,
 - ✓ The Constitution,
 - ✓ The Bylaws,
 - ✓ The Rules of Order (Robert's),
 - ✓ The Standing Rules,
 - ✓ The Established Customs.
- ✚ It is not the “chair’s agenda”; “chair’s meeting”.



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2. Rules of Order (Robert's)

The Shield to protect your rights.
The Sword to champion your interests.



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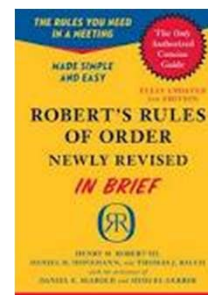
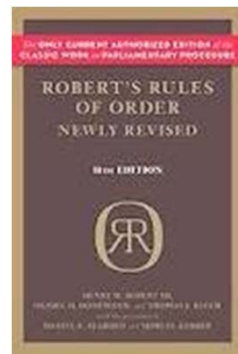
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Best Parliamentary Advice

- 🔪 Advice #1 – Read your Bylaws, and the Brown Act, before every meeting.
- 🔪 Advice #2 – If the answer is not in your Bylaws or the Brown Act, you will find it easily in Robert's.
- 🔪 Advice #3 – When in doubt for anything at all, read your Bylaws, and the Brown Act, again.



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Order of Business and Minutes

- ✚ This is Robert's recommendation for an efficient agenda. Customization is expected, especially under the Brown Act.

[Sample Order of Business](#)

- ✚ Minutes are more productive when the dos and don'ts are followed.

[Dos & Don'ts](#)



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Origins of a Motion

1. **Item on an agenda:**
Item is introduced briefly without debate.
A motion is proposed.
2. **New Business** (not under the Brown Act):
Item is introduced briefly without debate.
A motion is proposed.
3. **Recommendation from a Committee:**
Anyone may move for or against the recommendation.
4. **Motion from as Committee:**
5. **Chair Assumes a Motion:**
“If there is no objection, ... the motion is adopted.”



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Six Steps to Handling a Motion

- ✦ If the chair is handling a routine motion, such as adoption of the agenda or the minutes, the 6 formal steps to handling a motion may be replaced with one casual statement:
“If there is no objection, the ____ will be adopted.”
- ✦ If someone objects, the chair must follow the 6 formal steps to handling a motion.
 - ✓ [Six Steps to Handling a Motion](#)
 - ✓ Script A: [Handling a Motion](#)



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Wording for Handling a Motion

Member A is recognized: I move we buy 3 computers.

Member B: Second

Chair: It is moved and seconded we buy 3 computers. Are you ready for the question?

--- Some debate ---

Chair: The motion is to buy 3 computers.

- All in favor indicate by saying “Aye”.
- All opposed indicate by saying “No”.
- The “Ayes” have it. The motion is adopted.
- The Treasurer will write the check.
- The next item of business is ...

Drill: Handle a Motion

Three different individuals will use the wording from the previous slide to handle each of 5 motions.

1. From the Agenda
2. From New Business
3. From a Committee's Recommendation
4. From the Chair of a Committee
5. As assumed by the Board's Chair



3. Appendices

How to phrase a motion;

How to exploit your motion's
ranking among the other motions.



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Purpose and Form (Selected Motions)

- ✚ All members know what they wish to accomplish during the handling of a motion.
- ✚ They need only two pieces of information.
 - ✓ Which is the best motion to use?
 - ✓ How to word the motion with clarity?
- ✚ Purpose of Motions and their Correct Form



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Ranking of Selected Motions

- ✚ Not all motions need a second. Not all may be amended or debated. Not all require a majority vote to adopt. Not all need a vote for adoption.
- ✚ Some motions have a higher ranking in power than other motions.
- ✚ This chart will illustrate all of these features.
 - ✓ [Ranking of Motions](#)



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You and the Rules

Your goal is to uphold the objectives of your organization as described in the bylaws, and to protect the rights of the organization's members.



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Thank you for your participation.



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