

Rules of Order Made Easy!

(For First Time Attendees)

Napa, California
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3:00 to 4:30 p.m.

California Special Districts Association

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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



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1. Critical Overall Information

The power of the rules lies in each rule's role as protector of members' rights.

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
 - ✓ California Public Records Act
- ✚ 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 policies
- ✚ Customs: Scary part



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.
- ✚ Not merely the “board’s agenda”; “board’s meeting”.



2. Rules of Order (Robert's)

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



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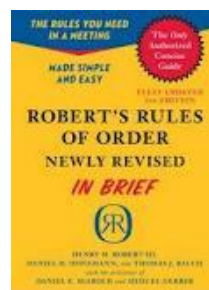
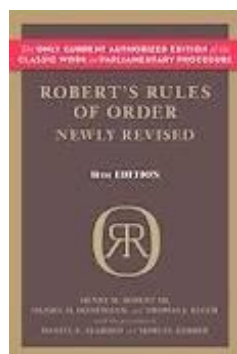
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Best Parliamentary Advice

- 🔪 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 Special Committee:**

Anyone may move for or against the recommendation.

- 4. Motion from a Standing 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](#)



Wording for Handling a Motion

Member A is recognized: I move we buy 3 computers. (Step 1)

Member B: Second (Step 2)

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

--- Some debate --- (Step 4)

Chair: The motion is to buy 3 computers.

- All in favor indicate by saying “Aye”. (Step 5)
- All opposed indicate by saying “No”.

Chair: The “Ayes” have it. The motion is adopted. (Step 6)

- The Treasurer will write the check.
- The next item of business is ...



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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



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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. Some motions do not require 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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