

Robert's Rules of Order (RRO)

As taken from the 10th Edition

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For AAFCO

AAFCO By-Laws Article III Section 1.

-, the annual meeting will be conducted according to Robert's Rules of Order.

The Deliberative Assembly from RRO

- ...a group of people, having or assuming freedom to act in concert, meeting to determine, in or full and free discussion, courses of action to be taken in the name of the entire group.

Quorum of Members

- RRO definition
 - The minimum number of members who must be present at the meeting of a deliberative assembly for business to be legally transacted is the *quorum* of the assembly.

Quorum of Members

- AAFCO Article III of By-Laws
 - Those members present in person or by proxy shall constitute a quorum at any meeting of the Association that is duly called pursuant to the provisions of these By-laws.
 - There is not a minimum number for AAFCO

General Order of Business

- Reading and Approval of Minutes
- Reports of Officers, Boards, and Standing Committees
- Reports of Special Committees
- Special Orders (From BOD)
- Unfinished Business
- New Business

Motions

- Means by Which Business is brought before the Assembly
- Several types
 - Main
 - Subsidiary
 - Privileged
 - Incidental
 - Motions that bring a question again before the assembly

Main Motion

- Is a formal proposal by a member, in a meeting, that the assembly take certain action.

Subsidiary Motions

- Assist the assembly in treating or disposing of a main motion (and sometimes other motions)
 - Amend, Previous Question, Postpone, Limit Debate

Privileged Motions

- Unlike subsidiary and incidental motions, do not relate to the pending business, but have to do with special matters immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else.
 - Adjourn, Recess, Question of Privilege

Incidental Motions

- Relate in different ways to the pending business or to business otherwise at hand.
 - Point of Order, Method of Voting, Parliamentary Inquiry, Division of Question

Flow of a main motion

- A member makes a motion by using the words “Move” . “I move that Chad quit giving this boring presentation”
- Another member seconds
- Discussion follows
- Motion is voted on
- Motion passes or fails

Main Motions

- Are out of order if:
 - Conflicts with the By-Laws
 - Presents substantially the same question as a motion previously rejected during the same session
 - Any motion temporarily but not finally disposed of
 - Action outside the scope of the organizations object as defined in the by-laws

Making a Motion

- After making a motion
 - If any questions or doubts on the motion
 - Motions are actions to be taken by the assembly
 - Ask the secretary to repeat the motion for accuracy
 - Never assume the secretary can remember exactly what was said – correctly or completely
 - State motion clearly and directly

Seconding a motion

- A second merely implies that the seconder agrees that the motion should *come before the meeting* and not that he necessarily favors the motion.
- Its purpose is to prevent time from being consumed by the assembly having to dispose of a motion that only **one** person wants to see introduced.

Second

- Even in a case where there is a lack of a second on the motion, the motion can still be considered by the chair
 - Absence of a second does not affect the validity of the motion's adoption
 - The second is for the chairs guidance as to whether they should state the question on the motion, thus placing it before the assembly.

Second

- If the chair is certain that the motion meets with wide approval but members are slow to second the motion, the chair may state the question without waiting for a second.
- The motion does not need a second if the chair states the question and discussion begins. Discussion is considered a second.

Amending the Main Motion

- Can be applied to any main motion and when applied to the main motion, takes precedence over that main motion
 - Can add words or “strike out” words from the motion
 - Make sure amendment is precise as to where the wording will be added or subtracted
 - **MUST BE SECONDED!**
 - Is Debatable
 - The Amendment is Amendable

Amending the motion

- “I move that Chad quit giving this boring presentation”
 - I move to amend the motion by inserting the words after the motion “and be asked to leave the seminar”

Amending the motion

- Same as primary amendments
- Requires a second
- Is debatable
- Takes Precedence over all other motions on floor
- Must be dealt with before any other motion can be voted on

Amending the Amendment

- “I move that Chad quit giving this boring presentation and be asked to leave the seminar”
 - I move to amend the amendment by inserting the words after the amendment “and take Andy Gray with him”.

Amending the Amendment

- Only one primary and secondary amendments at a time.
 - If either are failed after voted on, another can take its place
 - Only requires a majority vote

Amending the Amendment

- The motion with amendments is now:
 - “I move that Chad quit giving this boring presentation and be asked to leave the seminar and take Andy Gray with him”.

All Amendments

- Must be Germane
 - Means the amendments can not change the meaning of the motion or another amendment or is frivolous
 - “I move that **Bob stay and keep** giving this boring presentation and be asked to leave the seminar and take Andy Gray with him”.
 - That is not Germane

Germane

- If there are borderline cases where the chair is unsure if the motion made is germane or not the chair may:
 - Admit the amendment or in important cases, refer the decision to the assembly: “The chair is in doubt and will ask the assembly to decide whether the amendment is germane
 - Majority vote decides

Voting

- **Methods**
 - Voice
 - Rising
 - Show of Hands
 - Unanimous Consent
 - Ballot
 - Roll Call

Voting on Amendments

- Secondary amendment is voted on first
 - Passes or fails
- Primary Amendment is voted on
 - Passes or fails
- Main motion is voted on
 - Passes or fails

What happens if one fails?

- Secondary passes
 - “and take Andy Gray with him”
- Primary fails
 - “and be asked to leave the seminar”
- Main motion passes
 - “I move that Chad quit giving this boring presentation”
 - If Main Motion fails- all amendments fail

Motion remains as this

- The motion voted on and passed with one amendment
- That “Chad quit giving this boring presentation and take Andy Gray with him”.

Withdraw a Motion

- Can be done before the chair states the motion to the assembly
 - Nothing needed to be done by chair
- Can be done at anytime before voting on the motion has begun
 - It can have been amended, or have other motions added to the main motion
 - The maker must ask the permission of the assembly to withdraw motion
 - Chair states “Unless there is objection, motion is withdrawn”
 - If objection, must follow through as normal

Appointing a Committee

- A chair can appoint a special committee with an assignment that will be temporary with timeframes.
- Does not take a vote to do so
- Anyone can decline to be on the committee

President Voting on motions

- President or Chair can vote when
 - Vote is by ballot
 - The vote can either break or to cause a tie
 - In case of two-thirds vote
 - Vote either to cause or to block the attainment of the necessary two-thirds

Questions

- Thanks.