

**ROBERT'S RULES  
MADE SIMPLE**  
THE EASY WAY TO LEARN  
ROBERT'S RULES OF ORDER

Robert's Rules  
Made Simple:  
*A Roadmap to  
Healthier Meetings*  
PRESENTED BY: SUSAN LEAHY MA CSP

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Susan Leahy MA.CSP



- ▶ Creator of [www.RobertsRulesMadeSimple.com](http://www.RobertsRulesMadeSimple.com), a global training & consulting firm
- ▶ Trained over 10,000 boards in the US and Canada on the fundamentals of Robert's Rules of Order
- ▶ Specialize in coaching board chairs on how to run meetings with confidence
- ▶ Passionate about supporting women to feel more confident and competent in and out of the boardroom [www.ConfidentWomanProgram.com](http://www.ConfidentWomanProgram.com).

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ROBERT'S RULES OF ORDER IS A TOOL TO:

Make Business  
Decisions  
Communicate

Increase  
Productivity  
Build Team

ROBERT'S IS A TOOL THAT CAN ENCOURAGE  
HEALTHY DYNAMICS

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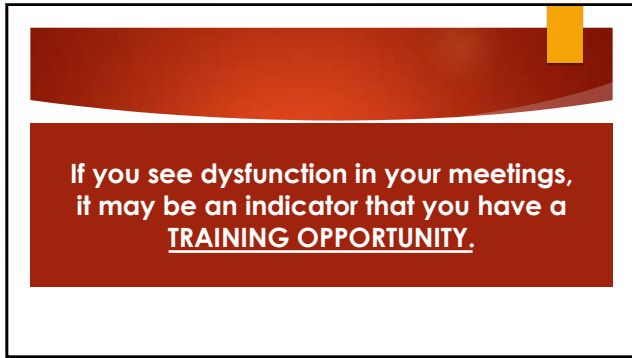
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If you see dysfunction in your meetings,  
it may be an indicator that you have a  
**TRAINING OPPORTUNITY.**

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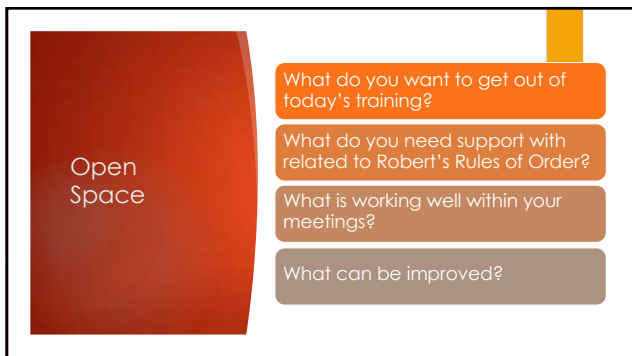
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Open Space

What do you want to get out of today's training?

What do you need support with related to Robert's Rules of Order?

What is working well within your meetings?

What can be improved?

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MIX AND MINGLE ACTIVITY

SOMETHING THAT MIGHT SURPRISE YOU TO KNOW ABOUT ME IS...

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Keep getting to know your committee/board members.

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Each member is important, and the work you are doing is important.



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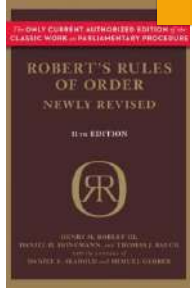
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PREFACE of RROO (10<sup>th</sup> Edition)

► "...but one of the greatest needs in parliamentary procedure today is for an increased yet relatively small, basic portion of it to become the common property of everyone..."



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**Robert's Rules of Order**

- ▶ USE THE RULES TO KEEP ORDER
- ▶ An organizations bylaws give Robert' Rules of Order Authority
- ▶ Robert's Rules of Order is the LOWEST Ranking Document



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**The Three Laws**

- ▶ Law #1  
Everyone on the board (TEAM) must commit to learning the basics  
*"The 7 Fundamental Motions"*
- ▶ Law #2  
**Robert's Rules of Order is a Team Building Tool**  
Boards should work to be a Team
- ▶ Law #3  
Meetings should **NOT** be a waste of TIME



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**LAW #1**

Everyone on your board/committee must commit to learn the basics

***The 7 Fundamental Motions***

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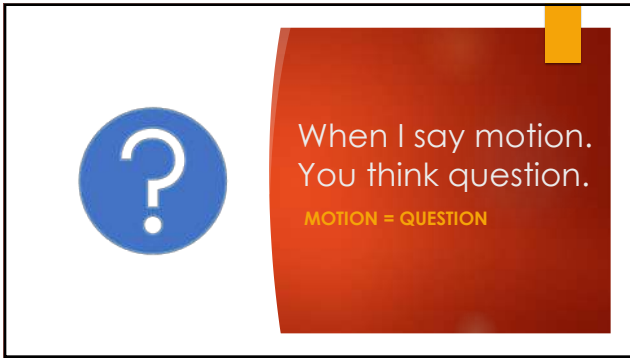
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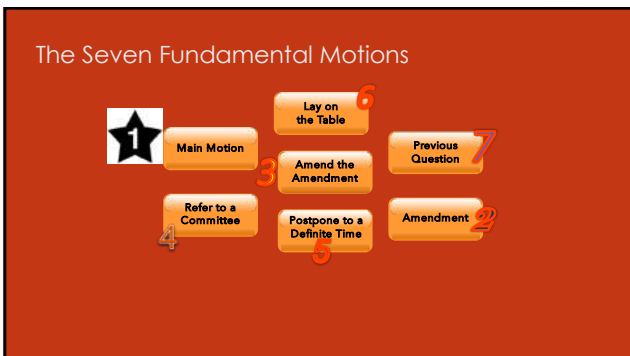
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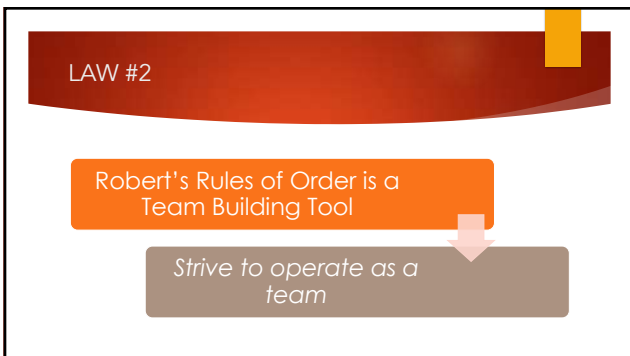
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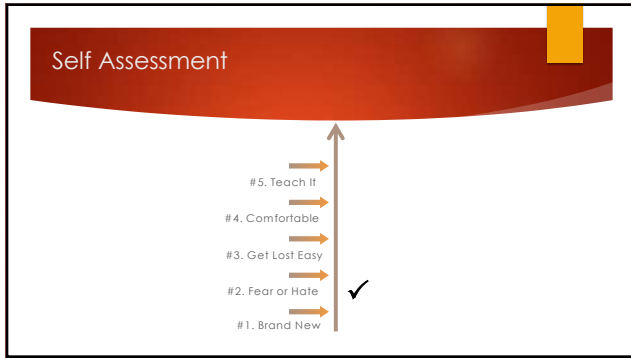
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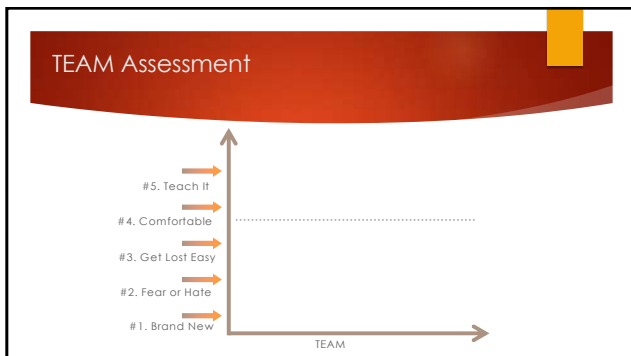
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LAW #3



▶ Meetings should **NOT** be a waste of TIME

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TIME = MONEY

FILL IN THE EQUATION



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TIME = LIFE

FILL IN THE EQUATION



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Great Meetings Start with the Agenda

Review the agenda and supporting material before the meeting

Review your mindset as you review the agenda  
"HMMMMM"

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In the meeting use your agenda and ask...

Is this an **information** item?  
(Facilitation)

Is this a **business** item?  
(Robert's Rules of Order)

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Three C's of Great Meetings

 <b>CONTENT</b> ROBERT'S RULES OF ORDER WHAT <b>WORK</b> YOU GET DONE	 <b>CONTEXT</b> HIGH FIVE CONTEXT THE <b>ENERGY</b> OF YOUR BOARD	 <b>CHAIR</b> AN EMPOWERED CHAIR EMPOWERS THE MEMBERS HOW YOUR MEETINGS <b>FLOW</b>
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Three C's of Great Meetings

 <b>CONTENT</b> ROBERT'S RULES OF ORDER WHAT <b>WORK</b> YOU GET DONE	 <b>CONTEXT</b> HIGH FIVE CONTEXT THE <b>ENERGY</b> OF YOUR BOARD	 <b>CHAIR</b> AN EMPOWERED CHAIR EMPOWERS THE MEMBERS HOW YOUR MEETINGS <b>FLOW</b>
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HIGH FIVE CONTEXT



Create  
Openness  
Navigate  
Tension  
EXperience  
TEAM

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What do you want to think or feel as a result of the time, energy and life you are spending in this meeting?

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**HIGH FIVE CONTEXT**

- ▶ Respected
- ▶ Valued
- ▶ Cared for
- ▶ Safe
- ▶ Included
- ▶ Productive
- ▶ Heard
- ▶ Connected
- ▶ Supported
- ▶ Fun
- ▶ Healthy

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

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**HIGH FIVE CONTEXT**

- ▶ Respected
- ▶ Valued
- ▶ Cared for
- ▶ Safe
- ▶ Included
- ▶ Productive
- ▶ Heard
- ▶ Connected
- ▶ Supported
- ▶ Fun
- ▶ Healthy

1. Seen
2. Heard
3. Valued
4. Respected
5. Cared For

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**Three C's of Great Meetings**

 <b>CONTENT</b> ROBERT'S RULES OF ORDER WHAT <b>WORK</b> YOU GET DONE	 <b>CONTEXT</b> HIGH FIVE CONTEXT THE <b>ENERGY</b> OF YOUR BOARD	 <b>CHAIR</b> AN EMPOWERED CHAIR EMPOWERS THE MEMBERS HOW YOUR MEETINGS <b>FLOW</b>
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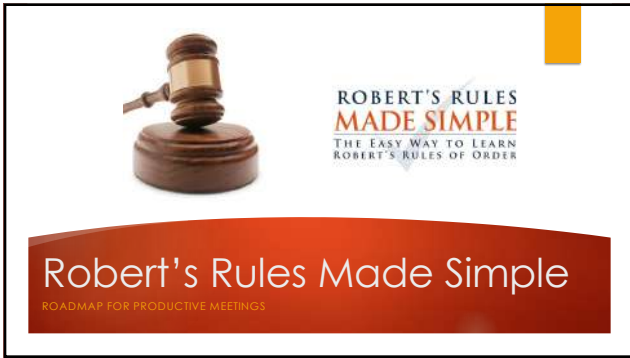
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THE RHYTHM OF ROBERT'S

Chair- "Is there a motion?"  
 Member - "I move...."  
 Chair - "Is there a **second**?"  
 Chair - **Repeats** the motion  
 Chair Asks- "Is there any **discussion**?"  
 As a Member Virtually Raise Your Hand  
 #1. Debate for or against the motion  
 #2. Make another motion



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Main Motion

*"I MOVE to approve the request for \$1500 from the XYZ Club to support the 52nd Annual United Community Run."*

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Chair - Asks for **second**  
 Chair - **Repeats** the motion  
 Chair Asks- "Is there any **discussion**?"  
 As a Member Raise Your Hand  
 #1. Debate for or against the motion  
 #2. Make another motion



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**Amendment**

*"I MOVE to amend the motion by striking out \$1,500 and inserting \$1,000."*



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*Chair – Asks for **second***  
*Chair – **Repeats** the motion*  
*Chair Asks- "Is there any **discussion?**"*  
*As a Member **Raise Your Hand***  
*#1. Debate for or against the motion*  
*#2. Make another motion*



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**Amend the Amendment**

*"I MOVE to amend the amendment by striking out \$1,000 and inserting \$500."*



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Chair – Asks for *second*  
 Chair – **Repeats** the motion  
 Chair Asks- "Is there any **discussion?**"  
 As a Member *Raise Your Hand*  
 #1. Debate for or against the motion  
 #2. Make another motion

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Refer to a Committee

"I MOVE to refer this to the finance committee to report back at our next regularly scheduled meeting."

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Chair – Asks for *second*  
 Chair – **Repeats** the motion  
 Chair Asks- "Is there any **discussion?**"  
 As a Member *Raise Your Hand*  
 #1. Debate for or against the motion  
 #2. Make another motion

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Postpone to a Definite or Certain Time

"I MOVE to postpone this until our next regularly scheduled meeting."

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Chair – Asks for *second*  
 Chair – **Repeats** the motion  
 Chair Asks- "Is there any **discussion?**"  
 As a Member *Raise Your Hand*  
 #1. Debate for or against the motion  
 #2. Make another motion



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Lay on the Table

"I MOVE to lay ~~the~~ ~~matter~~ on the table in lieu of more ~~urgent~~ ~~business.~~"



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The Previous Question

**FORMAL**  
*"I MOVE the previous question."*

**INFORMAL**  
*"Call the question." or "Question"*

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FORMAL: *"I move the previous question."*

Chair – Asks for **second**

Chair – **Repeats** the motion and takes a vote

Chair Says-  
*"The previous question has been moved and seconded. We will now vote on the previous question, with a roll call vote."*



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INFORMAL: *"I call the question."*

Chair – Question has been called. Is there any further discussion?

Chair – Chair calls on Member X.



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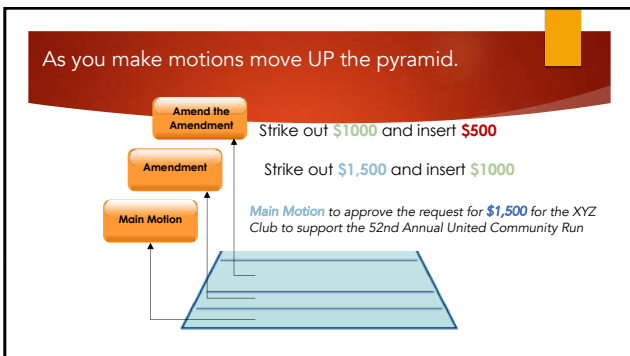
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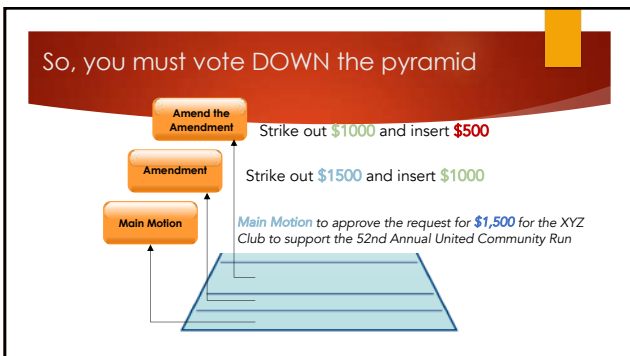
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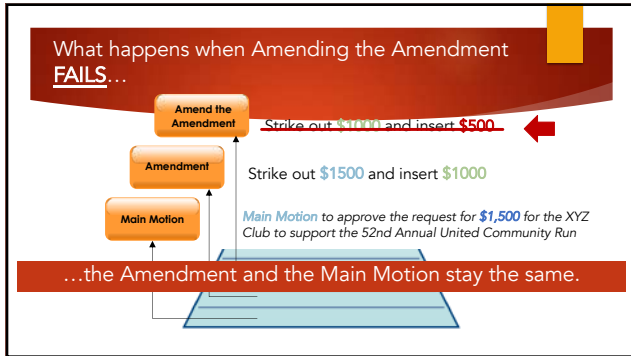
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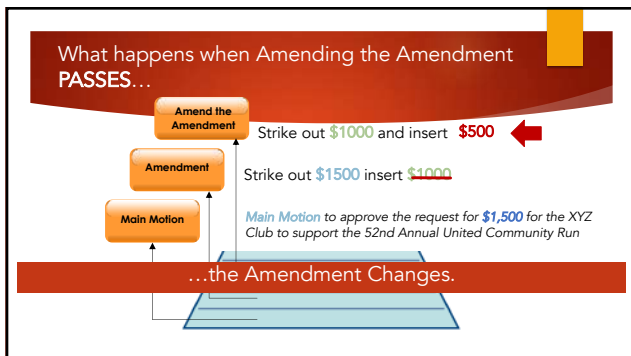
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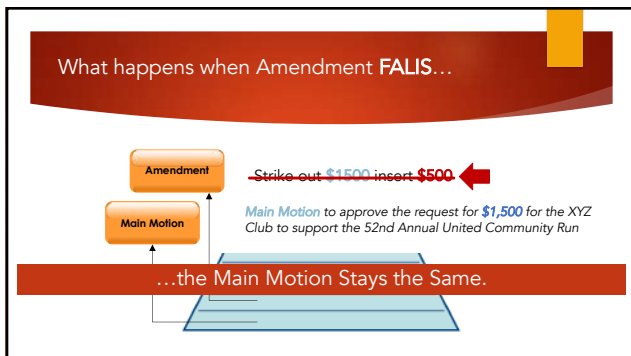
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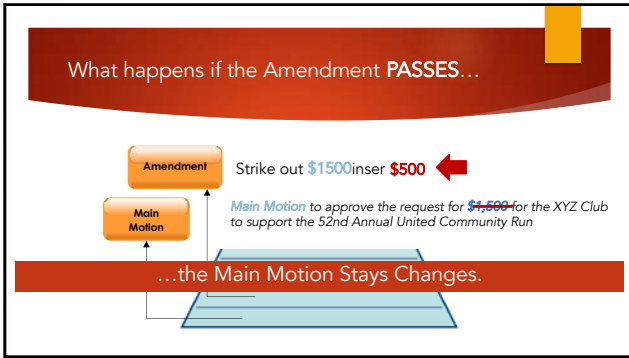
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**CHAIR:**  
*Is there any further discussion?*

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*As a Member Raise Your Hand*

- #1. Debate for or against the motion
- #2. Make another motion

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Refer to a Committee

*"I MOVE to refer this to the finance committee to report back at our next regularly scheduled meeting."*

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Chair – Asks for *second*  
 Chair – **Repeats** the motion  
 Chair Asks- "Is there any **discussion?**"  
 As a Member *Raise Your Hand*  
 #1. Debate for or against the motion  
 #2. Make another motion



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Previous Question

*"I MOVE the previous question."*

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What happens when the previous question **PASSES...**

**CHAIR:** The previous question has passed with a 2/3 majority vote. We will now vote on referring this to the finance committee to report back at our next regularly scheduled meeting. All those in favor of referring this to our next regularly scheduled meeting say yes, and all opposed say no. The referral passes. We will now move on to the next item on the agenda, which is...

Vote on the Refer to a Committee

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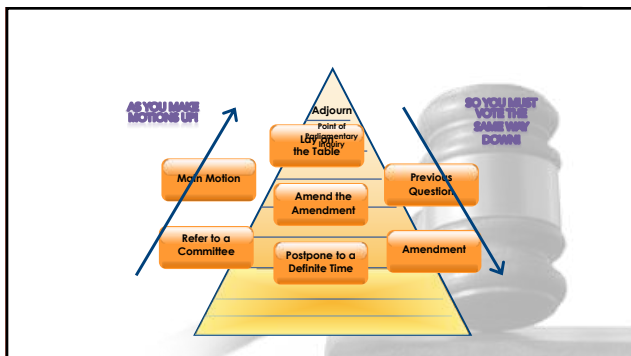
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**Point of Order**

The purpose is to call attention to some possible faults in parliamentary or other procedures that would violate some rules of the organization.

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**Point of Order: Point Well Taken**

Member (**member does not need recognition from the chair**):  
(Mr. / Madam) Chair, I call a Point of Order.

Chair: State your point

Member: The Chair stated that the motion requires a majority vote. I believe it requires a 2/3 vote as it is changing a standing rule of this body.

Chair: The member's point is well taken; this motion does require a 2/3 vote

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**Point of Order: Point NOT Well Taken**

Chair: The member's point is not well taken. (The chair gives the reason) a standing rule amendment may be adopted by a majority of the entire membership or the committee. This committee is composed of 20 members. Therefore, it requires 11 affirmative votes, regardless of the number present, to adopt the amendment.

(The member may appeal the ruling of the chair)

Member: I appeal the ruling of the chair

Another member (no recognition needed): Second

Chair: The Ruling of the Chair has been appealed. The appellant may state their reasons for the appeal.

Member: (states why they believe the chair is wrong)

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**Point of Order: Point NOT Well Taken cont.**

Chair: I made the ruling because (in this case, see Robert's tinted pages page 8 # 13)

Chair: We will now hold a roll call vote. All those who would uphold the ruling of the Chair will say "AYE," and all those that would overturn the Chair's ruling will say "NO." The Secretary will call the roll.

Chair: The vote is 14 in favor, 6 opposed, there being a majority in the affirmative, the Chair is upheld

OR

Chair: The vote is 8 yes, 11 no, the Chair's ruling is overturned, what is the pleasure of the body?

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Point of Order:  
Point NOT Well  
Taken cont.

- ▶ (The Secretary calls the roll and gives the tally to the Chair. If there is a majority in favor of the Chair or a tie, the Chair is upheld, if there is a majority in the negative, the Chair is not upheld, and some other appropriate action is to be taken. "What is the pleasure of the body" is asking them what they want to do next. In this sample, the action would be to amend the rule by a 2/3 vote.)

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Point of Order

The purpose is to call attention to some possible faults in parliamentary or other procedures that would violate some rules of the organization.



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Questions about Robert's Rules of Order

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Understanding Debate and Discussion

**Information Items**

- ▶ There is no debate with information items, only information and discussion
- ▶ Ask clarifying questions
- ▶ Give information
- ▶ Stick to the topic and be concise
- ▶ Be concise
- ▶ Be concise

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Understanding Debate and Discussion

**Business Items**

Review  
General Rules of Debate

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Understanding Debate and Discussion

Business Items

ONLY ALLOW  
DISCUSSION AFTER  
THE MOTION HAS  
BEEN MOVED AND  
SECONDED

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Model for Debate & Discussion for Business Items

- #1. Restate the motion:  
"Regarding the motion to..."
- #2. Share your points:  
"It is my opinion that a...b...c..."
- #3. Tell power how you want them to vote:  
"So therefore, I encourage you to vote..."

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Commit to Continue Your Learning  
The Robert's Rules Made Simple Solution

You Will Receive Online Access at the Conclusion of the Training

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Three C's of Great Meetings

<b>CONTENT</b>	<b>CONTEXT</b>	<b>CHAIR</b>
ROBERT'S RULES OF ORDER	HIGH FIVE CONTEXT HIGH REGARD	AN EMPOWERED CHAIR EMPOWERS THE MEMBERS
WHAT <b>WORK</b> YOU GET DONE	THE <b>ENERGY</b> OF YOUR BOARD	HOW YOUR MEETINGS <b>FLOW</b>

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GRANTING RESPECT

- Level Three: HIGH REGARD
- Level Two: CIVILITY
- Level One: TOLERANCE

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Role of the Chair

- To create a safe space where the voices of the majority and minority can sit around the same table and be heard, and decisions can be made.
- The chair should foster a healthy meeting dynamic.

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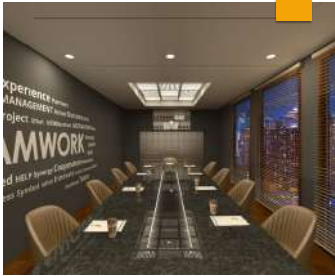
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**Role of The Chair**

- ▶ Guide
- ▶ Translator
- ▶ Facilitator
- ▶ Team Builder
- ▶ LEADER



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**Target vs. Trail**




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**Robert's Rules of Order**  
Duties of the presiding officer of an assembly

1. Open or call the meeting to order having ascertained that quorum is present
2. Announce business in proper sequence
3. Recognize members who are entitled to the floor
4. Put to vote at questions and announce results
5. Protect the assembly from dilatory motions
6. Enforce rules related to debate, order, and decorum
7. Expedite business compatible with rights of members
8. To decide all questions of order

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*Robert's Rules of Order*  
Duties of the presiding officer of an assembly continued...

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      A[9. To respond to inquiries about parliamentary procedure] --> B[10. To authenticate the proceedings of the assembly]
      B --> C[11. To declare the meeting adjourned at the prescribed time]
  
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*Role of the Chair: Robert's Rules of order*

- ▶ During meetings, whoever is presiding is said to be "in the chair" (whether standing or seated at the time), and he/she is also referred to as "the chair". The phrase "the chair" thus applies both to the person presiding and to his/her station in the hall from which he/she presides.

RONR (12<sup>th</sup> ed.) 3:7

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*Customs Observed by Chair*  
*Robert's Rules of order*

**The Chair:**

- ▶ Speaks of himself/herself only in the third person.
- ▶ Refers to himself/herself as "the chair"
- ▶ Example:
  - ▶ "The chair rules..."
  - ▶ "Your president is pleased to report..."
  - ▶ "The chair recognizes Mr. Smith."

RONR (12<sup>th</sup> ed.) 3:13

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**The Chair & VOTING**  
*Robert's Rules of Order*

**Chair's vote when it affects the result**

- ▶ If the chair is a voting member of the assembly, he/she has the same voting right as any other member

Chair protects his/her impartial position by exercising his/her voting right only when his/her vote would affect the outcome, in which case he/she can either vote and thereby change the result, or he/she can abstain.



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**Final Training Resource**  
A complete set of scripts for meeting chairs that use Robert's Rules of Order

92

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**Thank you for attending...**

PRESENTED BY: SUSAN LEAHY, MA, CSP

93

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