



Robert's Rules (Parliamentary Procedures) 101 Training

Office of Student Affairs

956.326.2280

www.tamui.edu/studentaffairs



Mission

The Office of Student Affairs strives to promote and encourage students to foster skills essential to their ethical, intellectual, social, and personal development. Student Affairs prepares students to become engaged and constructive members of a diverse, dynamic, and global society. Using the principles of discover, learn, serve, lead, succeed, the Office of Student Affairs is able to offer students a deliberate means of campus involvement centered on the Honor Pledge, internationalization, multiculturalism, student life, self-awareness and community engagement. Truly preparing students to GO GLOBAL!





Goals

- Coordinate an orientation program for all entering undergraduates and international students, as a means of connecting students to essential offices, provide a glimpse of Dustdevil life, facilitate laws and rules compliance and create a seamless transition to the University.
- Strengthen the development of interpersonal, leadership, communication, and personal skills that enhance and complement the academic performance of students and the achievement of their career aspirations.
- Increase student participation in campus activities, student organizations, study abroad and engagement programs.
- Expand programs that promote co-curricular growth and engagement in our students through international promotion, community engagement and involvement.



Goals

- Provide professional services to students in the areas of social and cultural programming and assisting in complying with government regulations.
- Maintain a comprehensive, fair and impartial student conduct process for both academic and disciplinary violations of the Student Handbook and Honor Pledge.
- Offer students experiences that allow for an increased awareness of self, groups, social and cultural diversity that enhance the importance of effective goal setting for success in a global community.





Who Are We?



Jerry Alva, **director of student affairs**

Provide leadership to Student Affairs team, University chief conduct officer, maintain collaborative relationships with students, faculty, staff and community/university partners, advocate for student needs and concerns



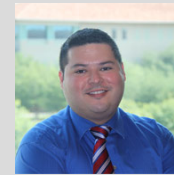
Triana Gonzalez, **associate director of study abroad and exchange programs**

Study abroad and exchange program coordinator, faculty led programs liaison, cross-cultural promotion and learning



Mayra Hernandez, **associate director for student conduct and community engagement**

Primary investigator of student conduct cases (academic and disciplinary), community engagement and service projects, promotes Honor Pledge and student conduct compliance



Miguel Trevino, **associate director for student activities and leadership**

Student organization/orientation development and compliance, student leadership programs, Campus Activities Board and Student Government Association Advisor



Who Are We?



Adrienne Rocha, student orientation and involvement coordinator

Student orientation programs and leaders, student organizations and co-curricular programming, Campus Activities Board Advisor



Cynthia Martinez, international student programs and services coordinator

Non-academic international student advisement, study abroad records and general information, international student records, change of status, OPT, CPT



Sylvia Hinojosa, community standards and student engagement coordinator

Student conduct outreach and education, volunteer programs and activities, student involvement and engagement



Sarah Herrera, staff assistant

Connecting students to services, account information and processing, general office support



Your Role as a Student Leader

- You represent TAMIU in everything you do.
- You are role models to Laredo youth.
- You are model students to the Laredo Community.
- You are role models to your organization.
- You are leaders at TAMIU.





Parliamentary Procedures

- History
- What is Parliamentary Procedure?
- Why is Parliamentary Procedure important?
- Using Parliamentary Procedures in meetings





History of Parliamentary Procedures

- English Parliament Journal 1580
- Virginia House of Burgesses 1619
- Jefferson's Manual 1801; others followed
- Henry M. Robert
 - 1863, Captain, New Bedford MA meeting
 - 1876, Brig. Gen., Pocket Manual, “vanity publication” by Griggs & Co.
 - 1912, Roberts Rules, Revised – modern format
 - 1923, Family trusteeship
 - 1970, Robert's Rules of Order, Newly Revised
 - 2000, RONR, 10th Edition



Why Robert's Rules of Order?

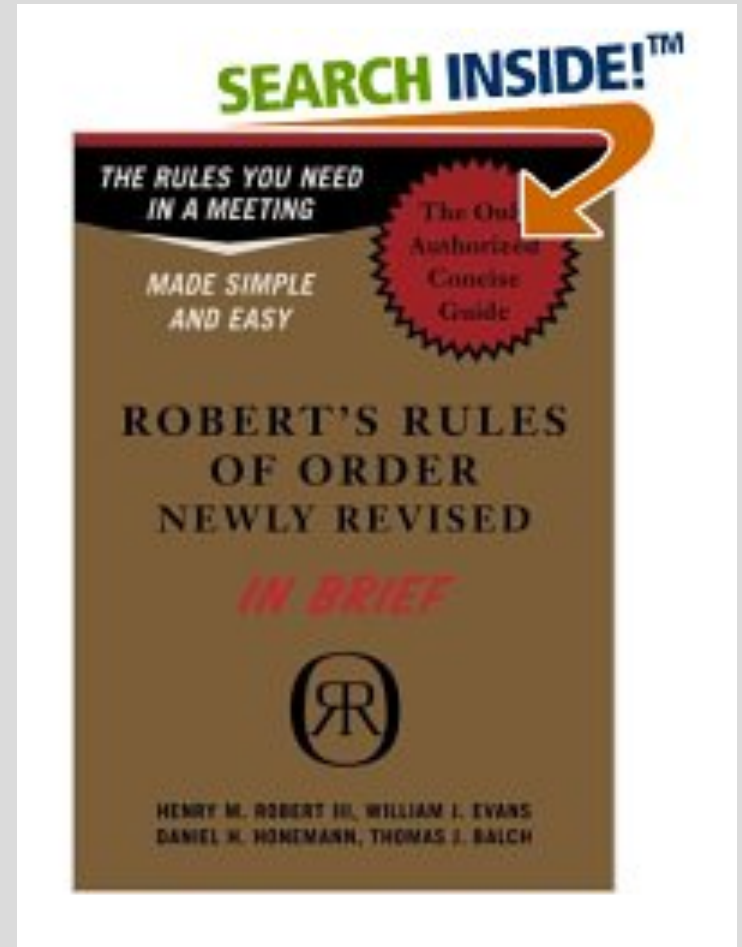
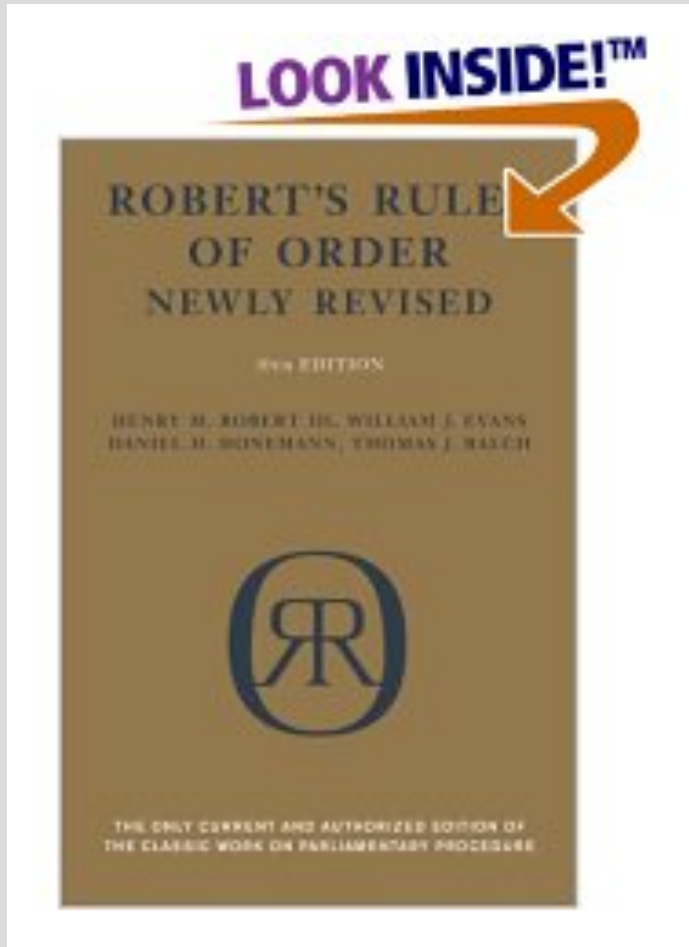
[A] very brief pocket manual, so cheap that every member of a church or society could own a copy, and so arranged as to enable one quickly to find when any particular motion could be made.

- Henry M. Robert, describing his vision of his *Rules Smedley The Great Peacemaker*





What does it look like?





PP and RONR

- Parliamentary procedure is not synonymous with the book *Robert's Rules of Order* "RONR".
- Various versions of Robert's Rules of Order are used by approximately 80% of organizations in the United States.
- The second most commonly used parliamentary authority is *Sturgis Standard Code of Parliamentary Procedure*, used by approximately 15% of groups (particularly physicians and dentists).
- The third most popular parliamentary manual is *Demeter's Manual of Parliamentary Law and Procedure*, used by about 5% of groups (particularly unions).
- Other well-known parliamentary texts include *Riddick's Rules of Procedure*, *Mason's Manual of Legislative Procedure* (used by many legislatures), and *Bourinot's Rules of Order* (used in Canada).



Who should follow PP?

The Standard Code of Parliamentary Procedure by Alice Sturgis states:

- *Deliberative bodies, such as business, cultural, religious, social, fraternal, professional, educational, labor, civil, scientific, medical, and governmental organizations, are subject to the principles of common parliamentary law. All profit and non-profit corporations and associations and the boards, councils, commissions, and committees of government must observe parliamentary law.*

<http://www.jimslaughter.com/parliamentaryprocedure1.htm>



What is Parliamentary Procedure?

- Parliamentary procedure, or parliamentary law, is the code of rules and ethics for working together in groups.
- Parliamentary law refers to the rules, laws, or regulations of organizations, governing the orderly, expeditious and efficient transaction of business and meetings and conventions. Without rules, there would be injustice and confusion. Hence, it is as necessary to follow the rules of parliamentary law as it is to follow the rules of a ball game or a card game.





Robert on PP

- *The assembly meets to transact business, not to have members exploit their knowledge of parliamentary law. A business meeting is not a class in parliamentary law.*
- *Parliamentary law should be the servant, not the master, of the assembly.*

- Henry M. Robert
Parliamentary Law, p. 151



What is the goal?

The application of parliamentary law is the best method yet devised to enable assemblies of any size, with due regard for every member's opinion, to arrive at the general will on the maximum number of questions of varying complexity in a minimum amount of time and under all kinds of internal climate ranging from total harmony to hardened or impassioned division of opinion.





Why is it important?

- All members have equal rights
- Minority rights must be protected
- Full and free discussion is an essential right
- Use simplest and most direct procedure
- Only one question considered at a time
- Logical precedence governs order of discussion



Why is it important?

- Members must be recognized before speaking
- All remarks are directed through the chair
- No member may speak twice to the same question until all others have had an opportunity to speak
- Members may not question the character or motives of other members
- Members have a right at all times to know what question is before the assembly and what affirmative and negative votes mean



Basic Tools - Definitions

- Quorum: more than half of active membership*
- Majority: more than half of those voting*
- 2/3 Majority: 2/3 or more of those voting*
- Motion: A proposal by a member to take a particular action
- Nominate: To propose an individual for office

* Note: Unless specified otherwise in the By-Laws



By-Laws

- Rules governing the internal management of an organization.
- The highest body of rules of an organization.
- An organization is free to adopt any rules it may wish.
- Bylaws cannot countermand governmental law.





Components of By-Laws

Article I Organization

Article II Purposes

Article III Membership

Article IV Meetings

Article V Voting

Article VI Order Of Business

Article VII Board Of Directors

Article VIII Officers

Article IX Committees

Article X Dues

Article XI Amendments



Effective Meeting

- Publish Agenda before Meeting
Each item is assigned a time limit
- Start the Meeting on Time
- Follow the Agenda
- Changes to the Agenda require vote
- End the Meeting on Time





Typical Agenda

- Call to order
- Roll call of members present
- Reading of minutes of last meeting
- Officer reports
- Committee reports
- Special orders
- Unfinished business
- New business
- Announcements
- Adjournment





Basic Tools – The Chair

- Must have a quorum to conduct any business at all
- Except as provided in the Rules, members must be recognized by the Chair before speaking
- Except when appealed to the assembly, the Chair rules on all procedural issues
- Chair may not make motions nor debate questions, except speaks first and last in an appeal
- Chair may vote only to make or break a tie vote





Basic Tools - Motions

- Member obtains recognition by the chair
- Member states the motion
- Another seconds the motion when required
 - Recognition not necessary
 - Need not be in favor of the motion
- Chair restates the motion for the assembly
- The motion is debated
- A vote is taken
- The Chair announces the result of the vote



Basic Tools – Nominations

- Chair announces nominations are open
- Member obtain recognition by the chair
- Member nominates one candidate
- Chair announces nomination and asks for further nominations
- Nominations remain open until closed by motion or unanimous consent



Cooperation and Harmony

The purpose of parliamentary procedure is to facilitate the transaction of business and to promote cooperation and harmony.

— Alice Sturgis

Sturgis Standard Code of Parliamentary Procedure, p. 7





Making a Motion

- How are Motions Presented?
 - Obtaining the floor
 - Make Your Motion
 - Wait for Someone to Second Your Motion
 - The Chairman States Your Motion
 - Expanding on Your Motion
 - Putting the Question to the Membership
- Voting on a Motion





Results of Vote

- Majority
- Some Motions – 2/3 Majority
- Plurality
- Special Resolutions – $\frac{3}{4}$ Majority





Motions

1. Main Motions
2. Subsidiary Motions
3. Privileged Motions
4. Incidental Motions





Types of Motions

MAIN MOTIONS -- a main motion brings business before the assembly. It can only be made when no other motion is pending and ranks lowest in the order of precedence of motions

SUBSIDIARY MOTIONS -- subsidiary motions assist the assembly in considering or disposing of a main motion (and sometimes other motions). Subsidiary motions fall into the order of precedence.



Types of Motions

PRIVILEGED MOTIONS

Privileged motions do not relate to the pending business, but have to do with special matters of immediate and overriding importance which, without debate, should be allowed to interrupt the consideration of anything else. Like subsidiary motions, the privileged motions fit into an order of precedence.

INCIDENTAL MOTIONS

Incidental motions deal with questions of procedure arising out of other motions or business. They have no order of precedence among themselves. Instead, they arise incidentally and are decided as they arise.



Subsidiary Motion

- Postpone indefinitely
- Amend
- Refer
- Postpone to a certain time
- Limit or extend limits of debate
- Previous question
- Table





Privileged Motions

- Orders of the Day
- Question (point) of privilege
- Recess
- Adjourn
- Fix time to which to adjourn





Incidental Motions

- Point of order
- Suspension of the rules
- Objection to consideration
- Consideration seriatim
- Division of the meeting
- Motions related to methods of voting
- Motions related to nominations
- Requests and inquiries



Precedence of Motions

- **Privileged Motions**
 1. Adjourn
 2. Recess
 3. Question of privilege
- **Subsidiary Motions**
 4. Lay on the table
 5. Previous question (end debate)
 6. Limit or extend debate
 7. Postpone to a certain time (or "postpone" definitely)
 8. Commit or refer (to committee)
 9. Amend
 10. Postpone indefinitely
- **Main Motion**



Exceptions

The conduct of business in a board or committee often varies by size. According to *RONR*, business should be transacted in a large board (more than a dozen members) according to the same formal rules of procedure as in other deliberative assemblies. However, such formality in a meeting of not more than about a dozen members may actually hinder business. As a result, *RONR* provides that the procedure in a smaller board can be less formal and include the following characteristics:





Becoming less Formal

- Members are not required to obtain the floor and can make motions or speak while seated.
- Motions need not be seconded.
- There is no limit to the number of times a member can speak to a question, and motions to close or limit debate generally should not be entertained (unless the group has adopted a rule to the contrary).
- The chair need not rise while putting questions to vote.
- The chair can speak in discussion without rising or leaving the chair; and
- Subject to rule or custom within the particular group, the chair usually can make motions and usually votes on all questions.



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