

# ROBERT'S RULES OF ORDER

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BASIC RULES FOR EFFECTIVE  
MEETINGS

# WHY ROBERT'S RULES



First published in 1876, Robert's Rules of Order is the default legal process for most government groups. Provides the Parliamentary Procedure for Meetings



# ROBERT'S RULES OF ORDER

- MUNICIPALITIES ARE UNABLE TO ADOPT ALL RULES
- Example Chair only votes when a tie occurs or a specific percentage is needed in Florida All Elected Official
- **MUST VOTE ON ALL MATTERS UNLESS A CONFLICT OCCURS**



# FLORIDA STATUTE § 286.012

## Voting requirement at meetings of governmental bodies

No member of any state, county, or municipal governmental board, commission, or agency who is present at any meeting of any such body at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of § 112.311, § 112.313, or § 112.3143. In such cases, said member shall comply with the disclosure requirements of § 112.3143.

# TYPES OF MOTIONS

- MAIN MOTION: Introduce a new Item
- SUBSIDIARY MOTION: Change or affect how to handle a main motion (vote on this before main motion)
- PRIVILEGED MOTION: Urgent or important matter unrelated to pending business (noise)
- INCIDENTAL MOTION: Questions Procedure of other motions (must consider before the other motion; POINT OF ORDER)
- MOTION TO TABLE: Kills a motion without debate
- MOTION TO POSTPONE: Delays a vote
- MOTION TO RECONSIDER: Made during same meeting

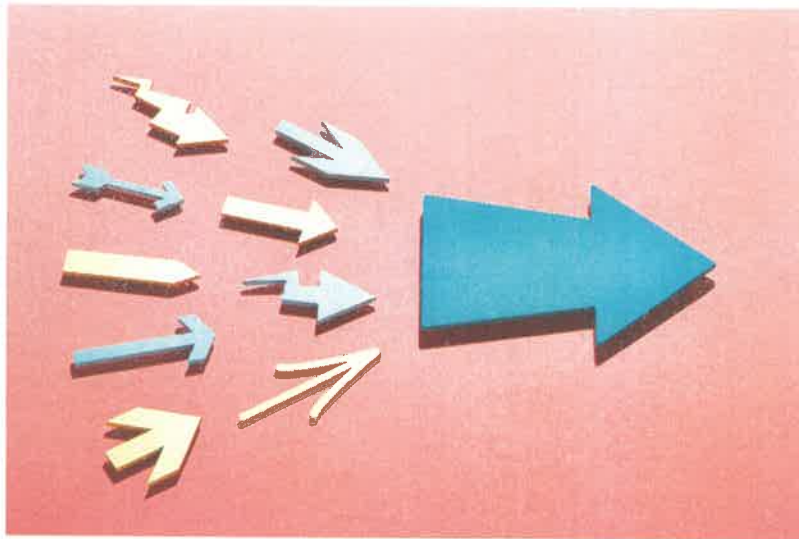


# EVERY MOTION HAS 6 STEPS



1. Motion
2. Second
3. Restate motion:
4. Debate
5. Vote
6. Announce the vote

# REQUESTING POINTS



- No motion, second, debate or voting
- Handled by the Chairperson
- **Point of Order:** Breach of Rules or procedure (made by members of the Board)
- **Point of Information** (Board member brings up additional information so that all members can make fully informed votes; may not be appropriate during hearings)
- **Point of Inquiry** (used for clarification in a report)
- **Point of Personal Privilege** (Physical Comfort)



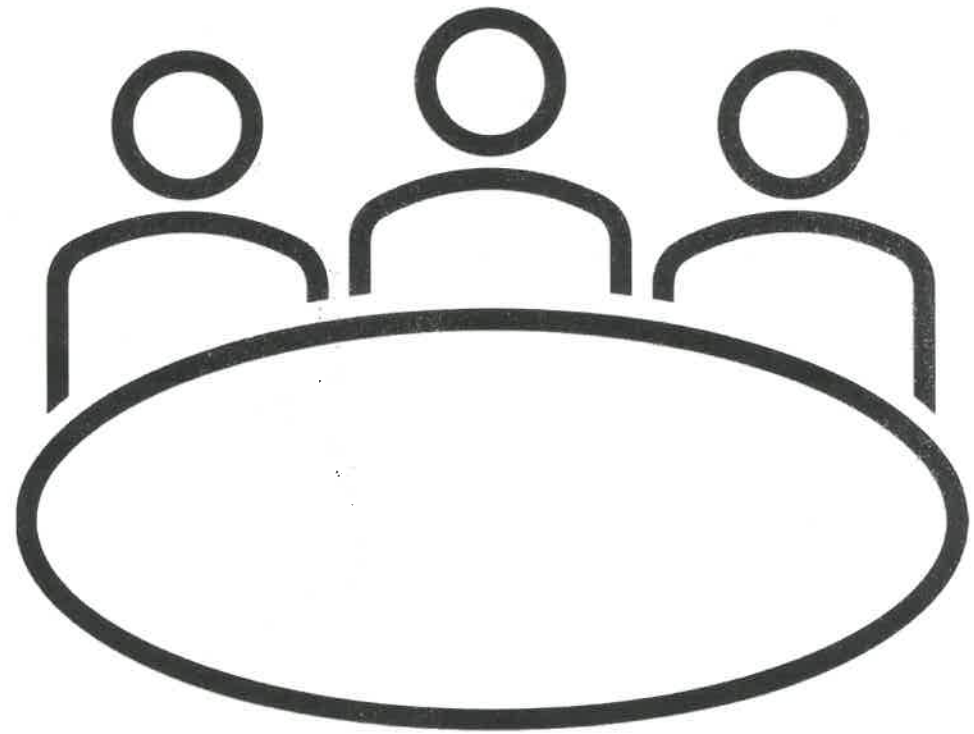
ACTION	WHAT TO SAY	CAN I INTERRUPT SPEAKER?	NEED A SECOND?	CAN BE DEBATED?	CAN BE AMENDED?	VOTES NEEDED
Introduce main motion	"I move to..."	NO	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..."	NO	Yes	Yes	Yes	Majority
Postpone Item	"I move to postpone the matter until..."	NO	Yes	Yes	NO	Majority
End debate	"I move the question"	NO	Yes	Yes	NO	Majority
Object to Procedure	"Point of Order"	YES	NO	NO	NO	Chair Decision
Recess the Meeting	"I move we recess until..."	NO	Yes	NO	NO	Majority
Adjourn the meeting	"I move to adjourn the meeting"	NO	Yes	NO	NO	Majority
Request information	"Point of Information"	Yes	NO	NO	NO	No Vote
Overrule the chair's ruling	"I move to overrule the chair's ruling"	Yes	Yes	Yes	NO	Majority

# TIPS AND REMINDERS

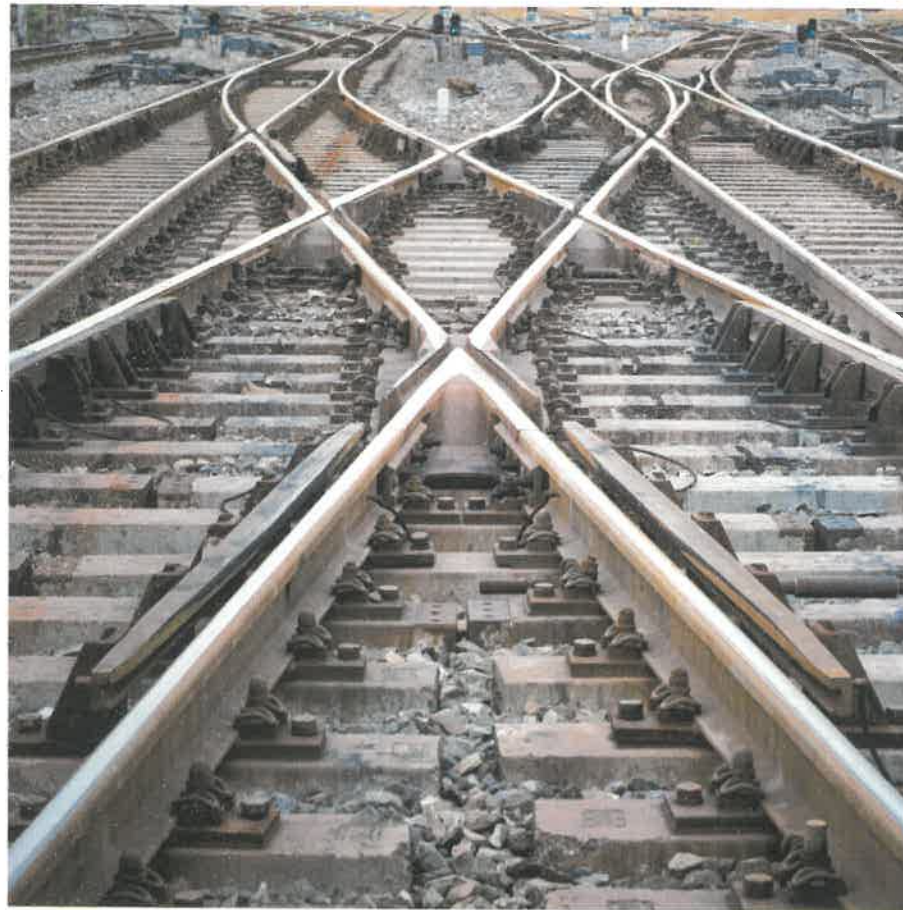


Follow the agenda  
to keep the  
meeting moving  
forward in an  
orderly fashion

Allow all  
Commissioners  
to speak once  
before allowing  
anyone to speak  
a second time



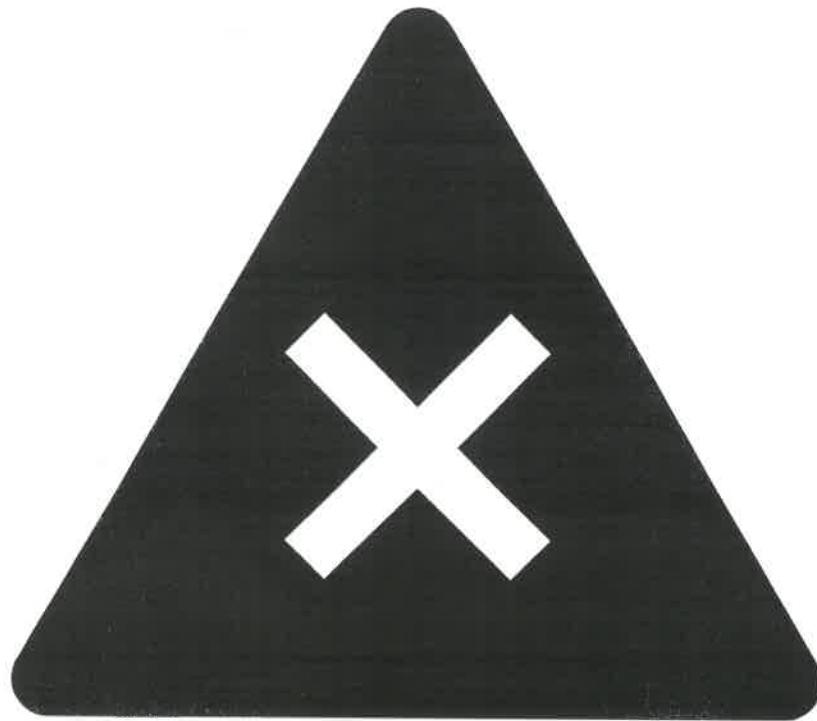
When discussions get off-track guide  
the Board Back to the agenda



# Board Members Should Exercise Courtesy and Respect



# Disciplinary Procedures





# Potential Actions

- **Slight Breach** (Addressing another member instead of the chair in debate; failing to confine remarks to the merits of the pending question) Chair advises member to avoid it
- **More Serious Breach** (Member repeatedly questions the motives of other members whom he mentions by name or persists on speaking on completely irrelevant matters in debate) Chair warns member and if necessary, call the member to order
- **Obstinate or Grave Breach** (Repeated offensive personal references while speaking at the meeting) The body may request an apology, censure, have the member removed from the meeting, have his rights suspended or expulsion