



MASTERING **ROBERT'S RULES OF ORDER**

Conducting effective & organized meetings

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Purpose and History



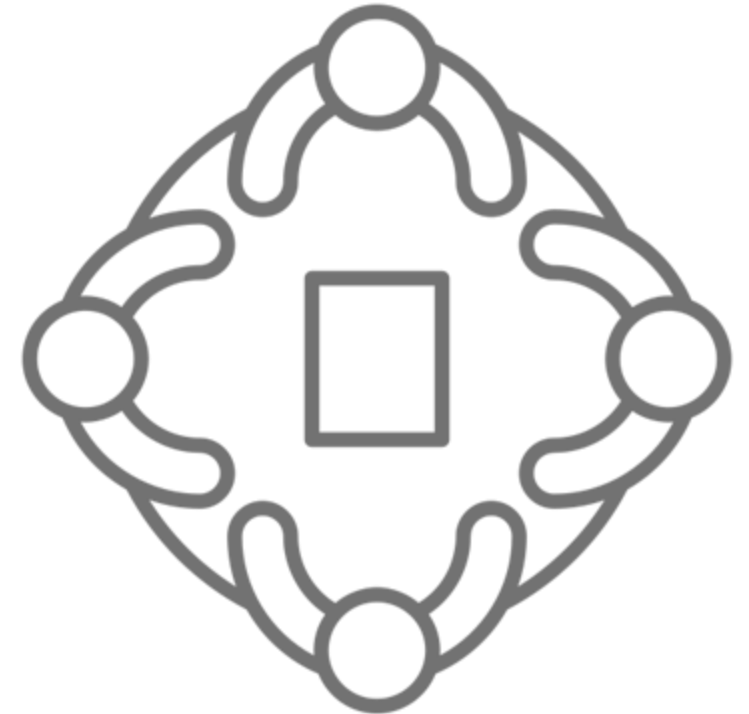
- To provide guidelines and specific procedures to ensure organized effective meetings.
- First published in 1876 by Henry Martyn Robert, a General in the American army and commander of the Corps of Engineers.
- Post civil war, as many states and organizations flourished, there was much chaos in meetings.
- Robert saw a need for better rules governing meetings and developed his manual.
- Many revisions and additions over the years. Today a 600-page reference manual for all parliamentary orgs



Importance of Learning Robert's Rules



- Promotes transparency, efficiency, and inclusion.
- Public expects elected officials to improve society and do so effectively.
- Elected officials need to know how to behave in meetings, and how to put forth their ideas and recommendations in the proper format.
- Empower yourself — learn the basics about how to use Robert's Rules and when to use it.



Key Principles and Terms



- Basic Principles: Equal opportunity for all members.
 - The rules of the majority and protection of the minority
- Common Terms:
 - Quorum
 - Motion
 - Second
 - Debate
 - Vote
- **Roles** of the chair, members, and secretary in a meeting setting.



Structure of a Meeting



- Order of Business
 - Typical meeting structure:
 - Call to Order
 - Reading of Minutes
 - Reports
 - New Business
 - Adjournment.
- Agenda preparation
 - Discuss how to prepare an agenda and why it's important.



Types of motions



- Main motion
- Subsidiary motion
- Privileged motions
- Incidental motions
- Motions that bring a question again before the group



Steps for making and handling a motion



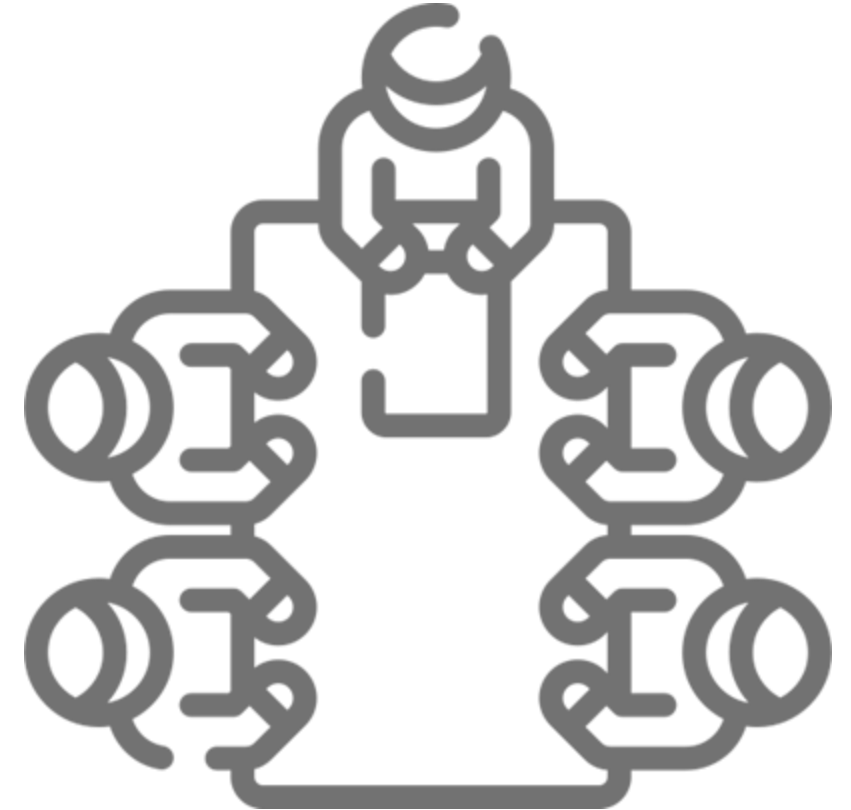
- Making a motion: how a member makes a motion and how it must be seconded.
- Debate and Amendments:
 - Process
 - What is an amendment?
- Voting:
 - Various types voice: show of hands, ballot, and roll call.



Tips for chairs and meeting leaders



- Maintaining Order:
 - Managing debate
 - Ensuring fairness
- Efficient Time Management:
 - Keeping the meeting on track
 - Avoiding unnecessary delays





QUESTIONS?

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