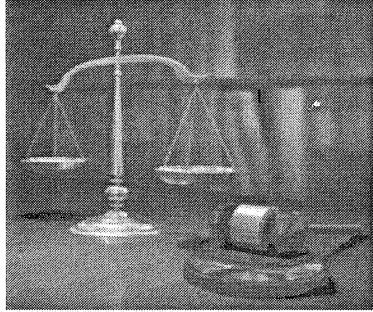



**From
"Robert's
Rules" to
"Robert
Rules!"**

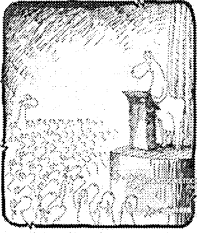


Matt Lee
Field Services




New Jersey School Boards Association
www.njsba.org | 609.688.7600 | 988.88NJSBA

What is Parliamentary Procedure?



- Set of proven "rules" used to move business along during a meeting.
- Guidelines – not laws.

System that allows an organization to conduct business in a fair and democratic manner.





New Jersey School Boards Association www.njsba.org

History Lesson

Henry Martyn Robert

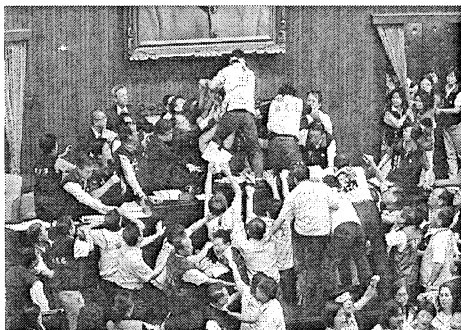
First Edition of Robert's Rules
1876

Currently 11th Edition


New Jersey School Boards Association www.njsba.org

Why Use Parliamentary Procedure?



New Jersey School Boards Association www.njsba.org

5 Principles of Parliamentary Procedure

1. Discuss one subject at a time. 
2. Allows for free and full discussion of each item presented.
3. Every board member has equal rights.
4. Carries out the rule of the majority and respects the rights of the minority.
5. Merges the personality and desires of individuals into the larger unit of the organization.

New Jersey School Boards Association www.njsba.org

Key to Effective Use

- Parliamentary procedure is based on motions.
- The key to parliamentary procedure is learning and understanding these motions.
- Don't become overwhelmed by the list of motions – concentrate on those that will be used on a regular basis.

New Jersey School Boards Association www.njsba.org

Begin at the Beginning

Quorum – the number of members that must be present to hold a legal meeting.



In New Jersey that is a majority of the full membership of the board.

"Well, let's get started now we've got a quorum."

What Can You Do Without a Quorum?

- Set the time for another meeting
- End the meeting if it was already in progress
- Take a short break (recess)
- Meet as a committee for information and discussion only, taking no action



Importance of the Agenda

- Formal listing of business to be conducted at a meeting. Lists topics in order to be discussed.
- Usually developed by the President and Superintendent, and distributed to the members in advance.
- Should be approved by the membership at the beginning of the meeting.
- To change the order requires a motion to Suspend the Rules – 2/3 vote.



Knowledge Check



- What is the difference between a quorum and a majority?
- A town council member asked to be moved up on the agenda because she has to go to another meeting. What motion is used?
- Can a meeting be called to order with only 4 of the 9 members present?



New Jersey School Boards Association

www.njsba.org

Types of Motions

Main	• Brings idea before the group
Privileged	• Matters of great importance unrelated to pending motion
Subsidiary	• Treats or disposes of main motion to move business along
Incidental	• Arises from pending motions and must be decided first
Bring Back	• Allows reconsideration of actions taken



New Jersey School Boards Association

www.njsba.org

Main Motions

Introduces a principal subject.

- Only one main motion may be considered at a time.
- Must be disposed of before another can be considered.
- The way to start a motion is to say ... "I move ..."
- Main motions require a second and they are debatable and amendable.
- A majority vote is required to pass a main motion.



New Jersey School Boards Association

www.njsba.org

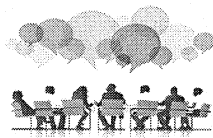
Steps to Process a Motion

1. Member addresses and is recognized by chair – gives them the floor.
2. Member makes the motion, " I move.."
3. Motion is seconded (if required)
4. Chair restates the motion – now Board business
5. Board discusses/debates motion
6. Chair repeats motion and calls the question.
7. Vote is taken and result announced.

New Jersey School Boards Association www.njsba.org

Using the Lingo

Bd Member #1
"I move the district implement standards-based reports cards for the 2017-2018 school year."

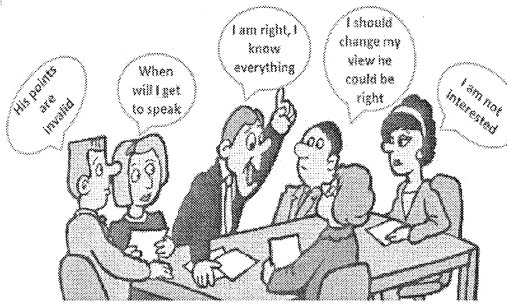


Bd Member #2
"I second the motion."

Bd President
"The motion to implement standards-based report cards for 2017-18 has been made and seconded. Is there any discussion?"

New Jersey School Boards Association www.njsba.org

Debating a Motion



New Jersey School Boards Association www.njsba.org

Debating a Motion

- President recognizes each speaker and gives all members chance to speak.
- Debate should be confined to the question being considered.
- Avoid using members' names during debate.
- During debate, all remarks should be addressed to the President, not to other board members.

Board Civility Allows for Productive Debates



New Jersey School Boards Association

www.njsba.org

Amending a Motion

Main motion can be altered by:

- **Adding** a word or phrase
- **Removing** part of the motion but not changing the intent
- **Substitution** – removing part of the motion and inserting a word or phrase

Subsidiary Motion

Motion to amend is not a main motion – there is only one main motion on the floor at a time.



New Jersey School Boards Association

www.njsba.org

Using the Lingo

Bd Member #1 I move that we amend the main motion to read: the district will implement standards-based report cards for the 2017-2018 2018-2019 school year.

Bd Member #2 "I second the motion".

Bd. Pres. The motion to amend the main motion to read...has been made and seconded. Is there any discussion? All in favor? Any opposed. Hearing none the motion carries.



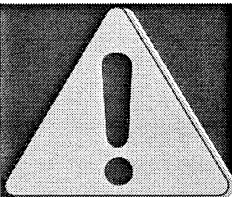
New Jersey School Boards Association

www.njsba.org

A Word of Caution

The vote taken was on the Amendment only.

We will now need to vote on the main amended motion.



Amendments are voted on in inverse order.

New Jersey School Boards Association www.njsba.org

Knowledge Check

1. What are the 3 ways you can alter/amend a motion?
2. Which is not part of the debate process?
 - a) Raise concerns re: motion
 - b) Provide information re: motion
 - c) Persuade others to vote one way or another
 - d) Everyone shares their opinions at once
3. An amendment to an amendment of a main motion alters the amendment and not the main motion. True or False?

New Jersey School Boards Association www.njsba.org

Other Subsidiary Motions

(These help the Board in dealing with the main motion.)

- **Lay on the table** sets aside a motion to take care of something more urgent. Not meant to delay its consideration.
- **Postpone definitely** delays action on a pending motion until the next meeting.
- **Refer to a committee** for more information.
- **Postpone indefinitely** can kill a motion.
- **Call the question** stops debate on the main motion and calls for a vote.

New Jersey School Boards Association www.njsba.org

Incidental Motions


Deal with questions of procedure for handling a motion but not the motion itself

- Not debatable

➤ **Point of Order**
Identifies a breach of rules

➤ **Withdraw Motion**

➤ **Point of Information**



New Jersey School Boards Association www.njsba.org


Using the Lingo

Bd Member: Point of Order

Bd President: Yes, your point?

Bd Member: I wanted to clarify, we are voting on the amendment only.

Bd President: That is correct. The vote is for the amendment to the main motion.




New Jersey School Boards Association www.njsba.org

Using the Lingo

Bd Member 1: I request permission to withdraw the motion of implementing standards-based report cards for the 2018 -2019 school year.

Bd President: Are there any objections to withdrawing the motion of?
Hearing none, the motion carries.



New Jersey School Boards Association www.njsba.org

Privileged Motions

Do not relate to the main motion but take precedence over the motion. Pertain mostly to the rights of the Board or Board members. Not debatable.

- Call for the orders of the day
(Return to order in the agenda)
- Recess
- Adjourn
- Question of privilege (e.g. can't hear)



New Jersey School Boards Association

www.njsba.org

Using the Lingo

During the debate of the main motion to implement standards-based report cards...

Bd Member: Question of privilege

Bd President: Your question?

Bd Member: I am unable to hear the other side of the table due to the noise from the fan.

This motion does not need a second, there is no debate and no vote. The chair decides.



New Jersey School Boards Association

www.njsba.org

Bring Back Motions

- **Take from the table** places an item that was temporarily laid aside back before the Board at the same or next meeting. Not debatable.
- **Rescind** is a motion to repeal a previously adopted motion (at different meeting) entirely.
- A motion to **Reconsider** a previously decided motion. Must occur at the same meeting. Member offering the motion must have voted on the prevailing side.



New Jersey School Boards Association

www.njsba.org

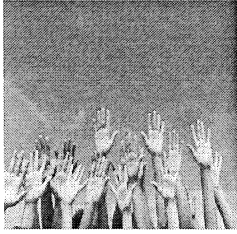
Knowledge Check

1. Are tabling and postponing a motion the same?
2. Can John make a motion to “rescind” a 5-4 vote that was just taken 15 minutes earlier?
3. Jane “calls for the question.” Does this automatically end debate?
4. Which is not considered a type of motion?
 - a. Privileged
 - b. Incidental
 - c. Specialty
 - d. Subsidiary

New Jersey School Boards Association www.njsba.org

Voting Methods

- **Voice vote**
- **Rising/show of hands**
- **Roll call**
- **Ballot**
(secret ballots may not be permitted)
Tie vote shall cause a motion to be defeated.




New Jersey School Boards Association www.njsba.org

Voting Requirements

Various board actions have minimum requirements

- Recorded roll call of majority of full membership
- Recorded roll call of 2/3 of full membership
- Majority of full membership
- 2/3 of full membership
- 3/4 of members present
- Majority of members present




New Jersey School Boards Association www.njsba.org

A Word About Abstentions

Abstentions are not considered a vote.
May be due to:

- Member conflicts
- Not enough knowledge to make decision

Do not count as a Yes or a No vote.
Members should not abstain to avoid a tough vote.



New Jersey School Boards Association www.njsba.org

Voting

<p>Did it pass?</p> <p>The board votes on the main motion of implementing Standards Based Report Cards for the 2018-2019 school year.</p> <p>4 YES 4 NO 1 Abstention</p>	<p>Did it Pass?</p> <p>The board votes to hire Jesse Adams as their new Facilities Director.</p> <p>4 Yes 2 No votes 3 abstentions due to conflicts.</p>
---	---

New Jersey School Boards Association www.njsba.org


Elections

<p>Nominations:</p> <ul style="list-style-type: none"> • Does not require a second. • Member can only nominate one candidate, including himself, for each office. • Member can be nominated for more than one office. 	<p>Voting:</p> <ul style="list-style-type: none"> • Vote on the candidates in the order they were nominated. • First candidate to receive a majority wins. • Check bylaws for local procedures.
---	---

New Jersey School Boards Association www.njsba.org

Minutes

Official document of board proceedings:
A **record**, not a **recording**

- Prior to adoption mark as **“draft”** 
- Records what was *done* (motions, votes, committee reports)-- **not** what was *said* (no personal comments).
- Public comments – topic and overview.

New Jersey School Boards Association www.njsba.org

Approving the Minutes

Q: If a Board member was absent from the meeting in question, is s/he obligated to abstain from approving the minutes?

A: ????

New Jersey School Boards Association www.njsba.org

Approving the Minutes

A: No!

Members of the Board (i.e, the Board itself) are obligated to approve its meeting minutes, unless there are corrections.

A vote of “yes” demonstrates confidence in—

- The veracity of the Board Secretary
- The fact that a meeting of the Board took place
- The correctness of the process used to prepare the minutes

New Jersey School Boards Association www.njsba.org

How to Approve the Minutes

1. Minutes are distributed in advance of the meeting.
2. Chair states that the minutes have been distributed, and asks if there are any corrections.
3. If any corrections are brought forth, they are noted in the minutes.
4. The chair states, "The minutes are approved as written (or corrected)."

No objections, only corrections!


New Jersey School Boards Association www.njsba.org

Knowledge Check

1. Jane nominates herself for president. There is no second. Is Jane a candidate?
2. John can ask for the minutes to be amended to include his remarks on testing. Tor F?
3. To abstain means to not vote at all. T or F?
4. A roll call vote is recommended when voting for a controversial issue. T or F?

New Jersey School Boards Association www.njsba.org

Final Thoughts



New Jersey School Boards Association www.njsba.org
