

Roberts Rules Of Order Questions And Answers

Action	What to Say	Can 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...." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that 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
Extend the allotted time	"I move to extend the time by ____ minutes."	No	Yes	No	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	No	No	No vote
Table a Motion	"I move to table..."	No	Yes	No	No	Majority

Roberts Rules of Order questions and answers serve as a vital resource for anyone involved in meetings, whether they be formal or informal. Understanding these rules can help facilitate smooth discussions, ensure fair participation, and maintain order during deliberations. This article aims to address common questions related to Roberts Rules of Order, providing comprehensive answers and insights into how to effectively apply these principles in various settings.

What are Roberts Rules of Order?

Roberts Rules of Order is a widely used manual of parliamentary procedure that provides guidelines

for conducting meetings and making decisions as a group. Originally published in 1876 by Henry Martyn Robert, the rules are designed to ensure that all members have a fair and equal chance to participate in discussions, propose actions, and vote on issues.

Key Principles of Roberts Rules of Order

1. **Majority Rule:** Decisions are typically made based on the majority of votes cast, which promotes democratic participation.
2. **Minority Rights:** While the majority rules, the rights of the minority must be protected, allowing for dissenting opinions and discussions.
3. **Orderly Conduct:** Meetings should be conducted in an orderly manner to allow for structured discussions and prevent chaos.
4. **Clear and Precise Language:** Proposals and motions must be clearly articulated to avoid confusion and ensure that all members understand the issues being discussed.

Common Questions About Roberts Rules of Order

This section addresses frequently asked questions about Roberts Rules of Order, providing clear and concise answers.

1. What is a motion?

A motion is a formal proposal put forward by a member of the assembly for discussion and decision. It is the primary means by which business is conducted in meetings.

- **Types of Motions:**
- **Main Motion:** Introduces a new item of business.
- **Subsidiary Motion:** Helps to modify or dispose of a main motion.
- **Privileged Motion:** Relates to the rights of the assembly or its members (e.g., motions to adjourn).
- **Incidental Motion:** Arises out of another motion and must be decided before the main motion.

2. How do you make a motion?

To make a motion, follow these steps:

1. **Obtain the Floor:** Secure permission to speak by addressing the chairperson.
2. **State Your Motion:** Clearly articulate your motion. For example, "I move that we allocate \$500 for community outreach."
3. **Wait for a Second:** Another member must second the motion to show that there is interest in discussing it.
4. **Engage in Discussion:** After the motion is seconded, the chair will open the floor for discussion.
5. **Vote on the Motion:** After the discussion, the chair will call for a vote.

3. What is a second, and why is it necessary?

A second is a formal endorsement of a motion made by another member. It signifies that at least one other person believes the motion is worth discussing. A second is necessary to prevent frivolous or irrelevant proposals from consuming meeting time.

4. How should votes be conducted?

Voting can be conducted in several ways, depending on the organization's rules and the nature of the motion:

- Voice Vote: Members respond verbally, usually with “aye” or “no.” The chair determines which side has more votes.
- Show of Hands: Members raise their hands to indicate their votes, providing a visual count.
- Ballot Vote: Members write their votes on paper, which is then collected and counted, ensuring anonymity.
- Roll Call Vote: Each member's name is called, and they respond with their vote. This method is often used for important or controversial issues.

5. What are points of order?

Points of order are procedures used to address potential breaches of the rules during a meeting. Any member can raise a point of order if they believe that the rules are not being followed. The chair is responsible for ruling on the point of order, and their decision can be appealed if the assembly disagrees.

Advanced Questions on Roberts Rules of Order

As one becomes more familiar with Roberts Rules of Order, more complex questions may arise. This section addresses some of those advanced inquiries.

6. What is the difference between a main motion and a subsidiary motion?

A main motion introduces a new subject for consideration, while a subsidiary motion is used to modify, delay, or dispose of the main motion. For example:

- Main Motion: “I move that we hold a fundraiser next month.”
- Subsidiary Motion: “I move to amend the motion to hold the fundraiser in the spring instead of next month.”

7. How can a motion be amended?

To amend a motion, a member must make a motion to amend, which can be done in several ways:

1. Add Words: "I move to amend the motion by adding 'in the spring' after 'fundraiser.'"
2. Strike Words: "I move to amend the motion by striking 'next month'."
3. Substitute: "I move to substitute the motion with 'I move that we hold a fundraiser in the spring instead.'"

Amendments must be seconded, discussed, and voted on before the assembly can return to the main motion.

8. Can a motion be rescinded?

Yes, a motion can be rescinded or withdrawn. To do so, a member must make a motion to rescind the previous motion, which requires a second and a vote. A motion that has already been adopted can also be amended or reconsidered if new information arises.

9. What is the role of the chair in meetings governed by Roberts Rules of Order?

The chair plays a crucial role in maintaining order and facilitating discussion. Their responsibilities include:

- Calling the Meeting to Order: Ensuring that the meeting begins on time.
- Recognizing Speakers: Allowing members to speak in an orderly manner.
- Maintaining Order: Enforcing rules and procedures to keep discussions relevant and respectful.
- Managing Votes: Ensuring that votes are conducted fairly and transparently.

10. How can members challenge decisions made by the chair?

Members can challenge decisions made by the chair by raising a point of order or appealing the chair's decision. If a member disagrees with the chair's ruling, they can ask for the assembly to overrule the chair. The appeal must be seconded, and the assembly will vote on whether to support or overturn the chair's decision.

Conclusion

Understanding Roberts Rules of Order questions and answers is essential for anyone involved in group decision-making processes. These rules provide a structured framework that promotes fairness, order, and effective communication in meetings. By familiarizing oneself with the principles and procedures outlined in Roberts Rules, members can contribute to more productive discussions and decision-

making. Whether you are a novice or a seasoned participant in meetings, mastering these rules can lead to a more engaging and democratic process for all involved.

Frequently Asked Questions

What are Robert's Rules of Order?

Robert's Rules of Order is a set of parliamentary procedures that governs meetings and decision-making in organizations. It provides guidelines for conducting meetings in a fair and orderly manner, ensuring that everyone has a chance to participate.

How do you make a motion using Robert's Rules?

To make a motion, a member must raise their hand or stand and say, 'I move that...' followed by the proposed action. The motion must then be seconded by another member to proceed to discussion.

What is the purpose of a second in a motion?

A second indicates that at least one other member supports the consideration of the motion. It prevents frivolous motions from being discussed and ensures that there is interest in the proposal.

How can a member amend a motion?

A member can propose an amendment to a motion by stating, 'I move to amend the motion by...'. This can include adding, deleting, or modifying parts of the original motion. The amendment must be seconded and voted on before returning to the main motion.

What is the process for voting on a motion?

After discussion has concluded, the chair will call for a vote. Members can vote verbally, by show of hands, or by ballot, depending on the organization's rules. The results are then announced, and the motion is either adopted or rejected based on the majority.

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