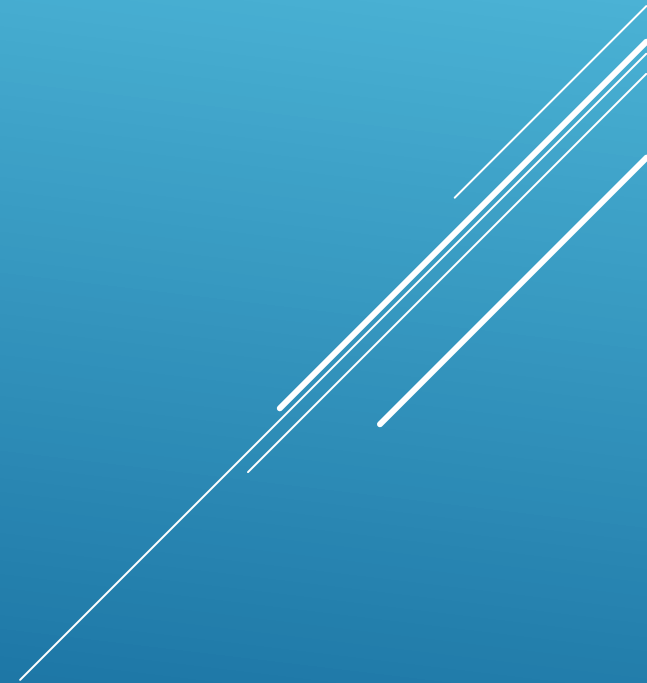


- ▶ This presentation is intended to be a refresher for those who have followed Roberts Rule of Order, and to provide some familiarity for when you attend any of our meetings. It is not an all inclusive presentation. If you are unfamiliar with this, there are suggested sites for you to learn more. These are a guide and not law. Latitude is within the prerogative of the board.




ROBERT'S RULES OF ORDER

A decorative graphic consisting of several parallel white lines of varying thicknesses, slanted diagonally from the bottom-left towards the top-right, crossing the right side of the text.


GENERAL INFORMATION

- ▶ FECA operates with by-laws which dictate what and who comprises the board of directors
- ▶ Meetings are conducted in accordance with the by-laws and following Roberts Rules -- who and how this is carried out.
- ▶ Start with the reason we follow Roberts Rules--to "keep order"
 - ▶ The President (Chairman) calls the meeting to order
 - ▶ A written record (Secretary) done at each meeting.
 - ▶ A quorum (minimum number of Board Members who must be present) - - when there isn't a quorum the meeting cannot conduct the required business - if this happens then another meeting must be scheduled.

THE MEETING ORDER

- ▶ **The call to order - The President**
 - ▶ **The Secretary - Minutes of the preceding meeting**
 - ▶ corrections are made (if any) or if none, the minutes are approved
 - ▶ **BOARD REPORTS from Committees:**
 - ▶ **The President's report**
 - ▶ **The Vice President's report**
 - ▶ **The Treasurer's report**
 - ▶ **The Membership report**
 - ▶ **Other Committee reports**
 - ▶ Beautification
 - ▶ Newsletter
 - ▶ Other
 - ▶ **Unfinished (Old) Business**
 - ▶ **New Business**
 - ▶ **Adjourn**
- 

WHO SPEAKS

- ▶ The President/Chairperson recognizes the member who wants to speak
 - ▶ Only one Board Member can be assigned the floor at a time
 - ▶ Board Members take turns speaking
 - ▶ No member speaks twice about a motion until all members have had the opportunity to speak
 - ▶ Board Members keep discussion to the issues, not to personalities or other members' motives
 - ▶ Board Members have a right to be informed of the work of the organization
- 

MOTIONS (PERHAPS THE MOST DIFFICULT ASPECT OF ANY ORGANIZATION IS THE BUSINESS PART (MOTIONS MADE, AMENDED AND PASSED))

▶ A MOTION is made from the floor

- ▶ First, the Board Member is recognized by the President/Chairperson
- ▶ The motion is seconded
- ▶ The President/Chair states the motion
 - ▶ President restates the motion to the Board Members. This is called "placing the motion before the assembly ". Then discussion is asked for.
- ▶ The President/Chair then opens for discussion
 - ▶ To discuss, a Board Member must be recognized by the President. Discussion continues until the president realizes that the membership is ready to vote
- ▶ The President/Chair then restates the motion and a vote is taken

RULES THAT GOVERN THE MAIN MOTION

- ▶ 1) Cannot interrupt a member who has been assigned the floor
- ▶ 2) Require a second, unless the motion is from a committee
- ▶ 3) Can be debated
- ▶ 4) Can be amended
- ▶ 5) Require a majority vote
- ▶ 6) The President/Chairperson can require a long motion to be submitted in writing
- ▶ 7) The maker of a motion has first right to speak to it
- ▶ 8) A Board Member can vote against her/his own motion but cannot speak against it
- ▶ 9) A Board Member can modify their own motion before it is stated by the President/Chair. The member can also offer an amendment after their motion has been stated by the Chair
- ▶ 10) A Board Member can withdraw their motion up to the time it has been stated by the President/Chair, and after that they must have permission of the group

ELECTRONIC MEETINGS & E-MAILS

▶ ELECTRONIC MEETINGS

- ▶ Can we hold board meetings by conference telephone call?
 - ▶ Only if bylaws specifically authorize it
 - ▶ All members participating must be able to hear each other at the same time

▶ E-MAILS

- ▶ E-mail is extremely useful for the rapid dissemination of information
- ▶ Robert's Rules recommends against the attempted use of e-mail for meeting purposes

RECOMMENDED REFERENCES

- ▶ Robert's Rules of Order Newly Revised In Brief, 2nd edition
 - ▶ Robert's Rules of Order Newly Revised 11th edition
 - ▶ <https://www.robertsrules.com/>
 - ▶ <https://robertsrules.org/indexprint.html>
 - ▶ <https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>
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