

# **EFFECTIVE BOARD TIME MANAGEMENT & RULES OF ORDER**

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# Topics Covered

Effective Board Meetings – Fostering Effective Board Meetings

Basic Reasons to have Rules of Order

Notice and Quorum

Managing Time Effectively – The Agenda and Using Consent Agendas

Rules of Order

- Minutes
- Board Officer Roles and Responsibilities
- Robert’s Rules of Order overview
- Executive Session
- Resolutions and Motions
- Managing Discussions Effectively and Resolving Conflicts – Incidental and Subsidiary Motions That Help
- Voting

# Effective Board Meetings

## What Makes an Effective Board Meeting?

## The most Effective Meetings are:

- short
- efficient
- are conducted without controversy

## Tools for an Effective Meeting:

- A detailed agenda and
- Rules of Order help to maintain order and guarantee impartiality

No meeting will be fully executed according to the plan, but the closer you get, the more effective the Board will be.

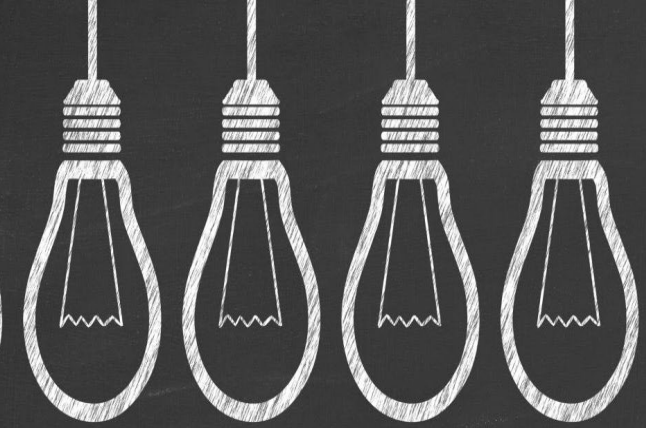
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# Fostering Effective Board Meetings

- Be knowledgeable of each other's respective roles and responsibilities within the structure of your organizing documents, policies, and laws.
- Hold each other accountable. Board members can call a Point of Order anytime. A Point of Order can be called when Board Structure or rules for the board aren't being followed.

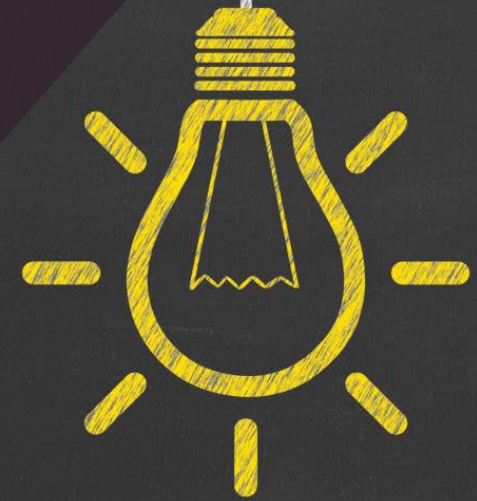
## Examples:

- Violating rules on confidential information in open session
- Talking about personnel in open session or students by name or specific situation
- Yelling, or making snide remarks to one another
- Visitors yelling at or being rude to staff or Board members
- Bringing up personnel or student grievances on the Board floor when it's not a student or a personnel hearing.
- Getting into the day-to-day management of the school
- Calling people names
- Threatening to fire people



# Fostering Effective Board Meetings

- Be respectful of each other's responsibilities, duties, and time.
- The more collaborative and productive an Administrator and School Board relationship is, the more efficiently a school system runs. With that in mind, give direction on:
  - What reports do you want every month?
  - Do you want reports in writing or verbal reports?
  - For personnel matters: Refer matters to Administration if you hear something – don't expect an Administrator to address a concern on the spot if they know nothing about the concern before the meeting.
  - For other issues and concerns: Give advance notice so the Administrator has time to research, investigate, and prepare.
  - Adopt evaluation tools at the beginning of the year and share them with the Administrator. And evaluate the administrator timely so they have time to improve or change things the Board wants.
  - Set clear goals and expectations – always good to set 5 goals you want the Administrator to focus on for the School Year.



# **10 Basics under Robert's Rules of Order if The Board follows them**



- 1. The rights of the organization replace the rights of individual members.**
- 2. All members of the Board and their rights are equal, except the President, who has rights designated to keep order.**
- 3. A quorum must be present to do business.**
- 4. The majority rules (except where a specific item for voting requires a 2/3 vote or higher than majority).**
- 5. Silence is consent. When you abstain, it removes you from the vote count – it is not counted toward the majority vote of those voting.**
- 6. More than 50% of those voting yes is an approved action. The exception is if the Articles or By-laws specify that a 2/3 vote is required for specific items.**
- 7. ROR requires that you grant a period of time to discuss a Motion. So, the Board President can call for a motion or a Board member makes a motion, then the President calls for a second. Once a second is made, the President needs to call for discussion. The President is responsible for ensuring this happens.**
- 8. One speaker and one question at a time.**
- 9. Once a decision is made, an identical motion must not be brought forward at the same meeting.**
- 10. Personal remarks during a discussion are always out of order.**

# Board Meeting Structure – Board Meetings and the Notice Requirements

1. It is important to know the rules on who can schedule Board meetings, notice requirements and what information has to be provided to Board members in advance.
2. It is good practice to provide the Board with information they have to make decisions on in advance of the meeting – Department reports, financial reports, etc.

- If you do not follow the notice requirements in your governing documents, the meeting is out of Order and can be challenged by any Board member or member of the public as out of Order.
- Exception to Notice Requirements: The Board may recess the meeting for the day and reconvene the meeting on a later date under Robert’s Rules of Order.
- Notice Requirements. Regular Meetings, Special Meetings, and Emergency Meetings: Rules on notice are different for regular and special meetings. For Special and Emergency meetings, the items for the special meeting must be specified in advance and published. If an item is not on the special agenda, it may not be discussed or action taken on it.

# Board Meetings and Notice Requirements

- **Notice Requirements.** Check your Charter and Bylaws. They will state when and how notice to the public is required – whether for regular or special meetings. Typically, notice to Board Members orally or in writing before the meeting is required.
- **Regular Meetings and Special Meetings:** Rules on notice can be different for regular and special meetings. For special meetings, typically the items for the special meeting must be specified in advance and published. If an item is not on the special agenda, it may not be discussed or action taken on it.
- It is important to know the rules on who can schedule Board meetings, notice requirements, and what information has to be provided to Board members in advance.

# **Quorum (Robert's Rules of Order Rule 64)**

**Quorum - The number of members that MUST be present in order to legally proceed with the meeting business.**

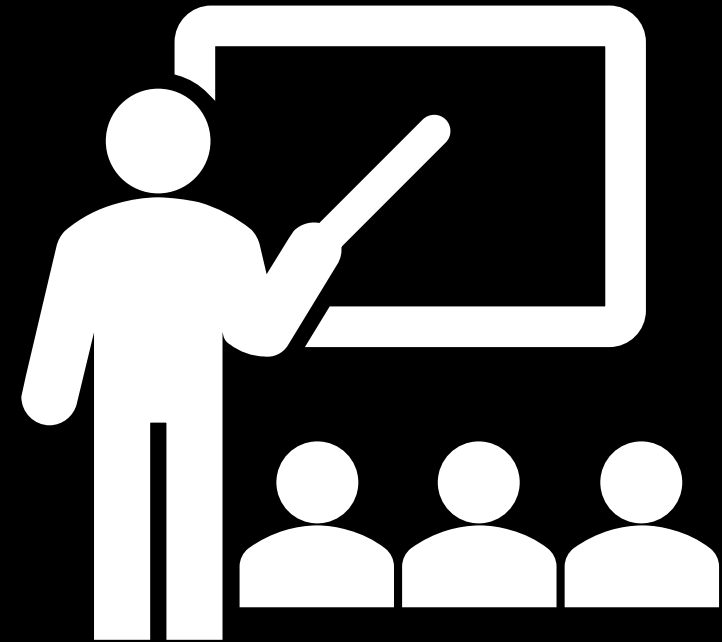
**Why? Because you don't want a few people to make decisions that will affect EVERYONE.**

**Your Bylaws or Charter will state the number to make a quorum.**

**If there is no quorum, the presiding officer may not proceed to hold the meeting. You can only wait a period of time to get a quorum or adjourn for lack of a quorum. The Board should not discuss Board or School Business without a quorum.**

# **Board Meeting Structure - Board Meetings – Order of Business and Agenda (Robert’s Rules of Order Rule 65)**

- **An Agenda is a prescheduled “Order of Business.” It is to be prepared in advance of the meeting. Who prepares it should be set out in Policies or School By-laws.**
- **Board members and the community who wish to add an agenda item must follow School policies on how to add items to the Agenda. Under Robert’s Rules of Order, a Motion to Amend the Agenda must be approved by the Board.**
- **Ideally, the Agenda is written and is sent out to the Board and public before the meeting. The Agenda should identify all items to be considered at the Meeting and should include any proposed executive sessions. Any changes to the agenda must be approved at the Board meeting by Board action.**
- **Some Schools have policies that require posting of Regular or Special Meeting Agendas publicly. This is good practice. For Special Meetings, because of notice requirements that require notice of the meeting items in advance, you cannot add items to a Special Meeting Agenda. New or other items should be placed on the next meeting’s Agenda.**



# Best Practice for Board Meetings

- **Do Roll Call at the beginning of the meeting.**
- **Call for amendments to the Agenda at the BEGINNING OF THE MEETING. Then call for a motion to approve the agenda with amendments. This saves time from amending the agenda as issues come up.**
- **Call the time the meetings start and end, and any executive sessions for recording in minutes.**
- **Note when Board members leave or enter the meeting.**
- **Note when anyone conflicts themselves out- have the Chair call it and note the time that person leaves the meeting and when they return.**
- **DO NOT consider items that are not on the Agenda – schedule those for the next meeting.**

# SAMPLE Agenda

1. Call to order
  2. Invocation
  3. Approval of agenda
  4. Reading/Approval of minutes
  5. Community Input
  6. Administration Report
  7. Department Reports
    - A. Facilities
    - B. Transportation
    - C. Exceptional Education
    - D. K-5 Principal
    - E. 6-12 Principal
    - F. Food Service
  8. Financial Report
  9. Old Business – are there items from last meeting that were tabled or to be reported on at the next meeting?
    - A. Motion #1 November Meeting – to Approve Purchase of New Bus
    - B. BIE Monitoring Report Response from November Meeting
  10. New Business
    - A. Approval of Audit
    - B. Approval of New Curriculum Reading
  11. Adjournment
-

# Best Practice for Agenda

**Once an Agenda has been approved at the Board meeting, it is best practice not to amend the agenda, but a Board can permit this procedurally.**

**You could do this as a Motion to reconsider the approval of the Agenda and to amend the Agenda approval to include the item. If the motion to reconsider to amend the agenda is approved, then the Board would vote on approving a further amended agenda. Not allowing it prevents surprise issues. If you have an Agenda Item on the agenda for new business generally, this would be the place to discuss new business and you don't need a motion to amend if it is discussed under this Agenda item.**

# CONSENT AGENDA

- A consent Agenda is a process by which the Board Chair – often in collaboration with the Administrator, looks at the Agenda items, and proposes that certain numbered Agenda Items be passed by CONSENT of the Full Board without any discussion or debate.
- Procedure:
- On the draft agenda – List all of the Consent Agenda Items right after the Approval of Minutes
- Have the Board decide on which items stay on the Consent Agenda when they approve the Agenda. Do a motion to approve the Agenda with any amendments – list the items that remain on the consent Agenda.
- When you get to the Consent Agenda items on your agenda, the Chair calls for A Motion to approve the Consent Agenda Items and list them by number and letter.

# Consent Agenda

- Remember – only items no Board member objects to can be passed with a single motion to approve the Consent Agenda – one objection, and it goes back on the Agenda and is open for Discussion.
  - It's possible that the Board won't approve any items to be passed without discussion.
  - For this to Work, it's important to send out information to Board members in advance of the meeting so they have time to review it and are prepared to pass it without discussion.
  - This can create more time for the Board to focus on issues that require explanation and discussion.
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# SAMPLE CONSENT Agenda

1. Call to order
2. Invocation
3. Approval of agenda
4. Reading/Approval of minutes
5. Community Input

CONSENT AGENDA ITEMS 6, 7A-F, 8

6. Administration Report
7. Department Reports
  - A. *Facilities*
  - B. *Transportation*
  - C. *Exceptional Education*
  - D. *K-5 Principal*
  - E. *6-12 Principal*
  - F. *Food Service*

8. Financial Report
9. Old Business – are there items from last meeting that were tabled or to be reported on at the next meeting?
  - A. Motion #1 November Meeting – to Approve Purchase of New Bus
  - B. BIE Monitoring Report Response from November Meeting
10. New Business
  - A. Approval of Audit
  - B. Approval of New Curriculum Reading
11. Adjournment

# COMPARE THE RESULTS

## NO CONSENT AGENDA – 15 MOTIONS

- 1.Call to order
  - 2.Invocation
  - 3.Approval of agenda
  - 4.Reading/Approval of minutes
  - 5.Community Input
  - 6.Administration Report
  - 7.Department Reports
    - A.Facilities*
    - B.Transportation*
    - C.Exceptional Education*
    - D.K-5 Principal*
    - E.6-12 Principal*
    - F.Food Service*
  8. Financial Report
  9. Old Business – are there items from last meeting that were tabled or to be reported on at the next meeting?
    - A. Motion #1 November Meeting – to Approve Purchase of New Bus
    - B. BIE Monitoring Report Response from November Meeting
  10. New Business
    - A. Approval of Audit
    - B. Approval of New Curriculum Reading
  11. Adjournment
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## CONSENT AGENDA – 8 MOTIONS

- 1.Call to order
- 2.Invocation
- 3.Approval of agenda
- 4.Reading/Approval of minutes
- 5.Community Input
- 6.Consent Agenda – Items 6. Administration Report, 7 A-F Department Reports, 8 Financial Report
9. Old Business – are there items from last meeting that were tabled or to be reported on at the next meeting?
  - A.Motion #1 November Meeting – to Approve Purchase of New Bus
  - B.BIE Monitoring Report Response from November Meeting
10. New Business
  - A. Approval of Audit
  - B. Approval of New Curriculum Reading
11. Adjournment

# Meeting Minutes

**The Minutes are a record of the meeting. The essential things to include in meeting minutes are:**

- (a) the kind of meeting, "regular" (or stated) or "special," or "adjourned regular" or "adjourned special";**
- (b) name of the Board that is meeting;**
- (c) date of meeting and place;**
- (d) the names of the Board members present**
- (e) whether the minutes of the previous meeting were approved, whether it's a regular or special meeting;**
- (f) all the main motions (except such as were withdrawn) and points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn;**
- (g) and usually the hours of meeting and adjournment, when the meeting is solely for business.**

**Generally, the name is recorded of the member who introduced a motion, but not of the seconder.**

# Responsibilities of Board Officers

- Specific Responsibilities for Board Officers will be located in your respective School Board Policy Manual.
  - *Chair*
  - *Vice Chair*
  - *Secretary*

# School Board Chairperson

## Responsibilities

The Chairperson shall preside at all meetings, make reports, and perform all other duties required by law. In addition, the Chairperson, as presiding officer shall:

1. Call the meeting to order at the appointed time;
2. Conduct business in the proper order;
3. Assign the floor to members who wish to speak and protect the speaker from any interference;
4. Explain the effect of a motion if not clear;
5. Restrict discussion to the question before the School Board;
6. Sign all acts or orders necessary to carry out the will of the School Board;
7. Put motions to a vote, state definitely and clearly the vote and the result thereof;
8. Appoint committees as the School Board finds necessary;
9. Be spokesperson for the School Board at all times except when this responsibility is delegated to others;
10. Participate as a regular voting member of the School Board unless the Charter or Bylaws state the Chair does not vote.

# Duties of the Vice-Chairperson

- **The Vice-Chairperson shall assist the Chairperson and perform the duties of the Chairperson in her/his absence, presides over official meetings, and performs other duties as designated.**

# Board Secretary Functions

**The Secretary, whether they are a recording secretary appointed by the Board or an elected officer, needs to do the following:**

- Keep a copy of the agenda with the Minutes.
- Take a roll call of who is present at the beginning of the meeting and also list who else was at the meeting (staff, consultants, etc.).
- Record the time the meeting was called to order and when it adjourned.
- Keep minutes – more on keeping minutes this afternoon.
- Make sure draft minutes are presented and approved at the next Board meeting.
- Make sure resolutions of the Board are kept with minutes
- Take the vote on motions and resolutions and record this accurately, both on who voted and on what the motions were.
- Keep track of who is present, who is absent, when someone leaves the meeting with time, and when they return.
- Record when the Board goes into executive session and when they come out of Executive Session.
- Record when someone leaves the meeting due to a conflict of interest and when they return.
- Provide packets of minutes from previous meetings.

# Rules of Order in the Board Meeting

What are “parliamentary procedures”? A set of rules of conduct at meetings that allows everyone to be heard and to make decisions without confusion.

## Benefits:

- 80% of all organizations use Robert’s Rules as their Parliamentary Procedures.
- The rules help maintain order and guarantee impartiality.
- Robert's Rules put you in greater control and allow you to consider all points of view.

## Poorly facilitated meetings result in:

- Frustration
- Waste of time
- Fear of attending meetings

# Robert's Rules of Order

## Robert's Rules of Order: There are 68 Rules – You don't need to know them all but here they are

### **Art. I. How Business Is Conducted in Deliberative Assemblies.**

1. Introduction of Business
2. What Precedes Debate
3. Obtaining the floor
4. Motions and Resolutions
5. Seconding Motions
6. Stating the Question
7. Debate
8. Secondary Motions
9. Putting the Question and Announcing the Vote
10. Proper Motions to Use to Accomplish Certain Objects

### **Art. II. General Classification of Motions.**

11. Main or Principal Motions
12. Subsidiary Motions
13. Incidental Motions
14. Privileged
15. Some Main and Unclassified Motions

### **Art. III. Privileged Motions.**

16. To Fix the Time to which the Assembly shall Adjourn
17. To Adjourn.
18. Take a Recess
19. Questions of Privilege
20. Orders of the Day

### **Art. IV. Incidental Motions**

21. Questions of Order and Appeal.
22. Suspension of the Rules
23. Objection to the Consideration of a Question.
24. Division of a Question, and Consideration by Paragraph
25. Division of the Assembly, and other Motions relating to Voting.
26. Motions relating to Nominations.
27. Requests Growing out of the Business of the Assembly.

### **Art. V. Subsidiary Motions**

28. Lay on the Table
29. The Previous Question
30. Limitation or Extension of Debate.
31. Postponement of vote Definite Time
32. Commit or Refer or Recommit.
33. Amend a Motion
34. Postpone Indefinitely.

### **Article VI. Main and Unclassified Motions**

35. Take from the Table
36. Reconsider
37. Rescind
38. Renewal of A Motion
39. Ratify
40. Dilatory, Absurd or Frivolous Motions
41. Call of the House.

# Robert's Rules of Order

**Robert's Rules of Order: There are 68 Rules – You don't need to know them all but here they are**

## **Art. IX. Committees and Boards**

- 49. Committees Classified
- 50. Boards of Managers, etc., and Executive Committees
- 51. Ex-Officio Members of Boards and Committees
- 52. Committees, Special and Standing
- 53. Reception of Reports
- 54. Adoption or Acceptance of Reports
- 55. Committee of the Whole
- 56. As if in Committee of the Whole
- 57. Informal Consideration

## **Art. X. The Officers and the Minutes.**

- 58. Chairman or President
- 59. Secretary or Clerk
- 60. The Minutes
- 61. Executive Secretary
- 62. Treasurer

## **Art. XI. Miscellaneous.**

- 63. Session
- 64. Quorum
- 65. Order of Business
- 66. Nominations and Elections
- 67. Constitutions, By-laws, Rules of Order, and Standing Rules
- 68. Amendments of Constitutions, By-laws and Rules of Order

# Executive Session

**An Executive Session is a meeting or part of a meeting held in private, off the record.**

## **Executive Session is used for:**

- Pending legal matters
- Personnel grievances and matters (hiring, leave requests, renewal or non-renewal, termination or discipline)
- Use of Executive Session should be limited to matters where confidentiality is necessary to protect a client of the organization or the legal interests of the organization from discovery of information in a pending or threatened litigation.
- Appeal Hearings – If the Board acts as the Appeal body for employee grievances or student hearings, it is proper for the appeal to be recorded and on the record. These are not public. The deliberation after a hearing is also not public. The Board should go into Executive Session to discuss the action the Board will take on the grievance, and then come out of executive to entertain motions on what action will be taken.

## **THE BASICS FOR EXECUTIVE SESSION**

- Records and discussions are confidential. Discussions occurring during Executive Session may not be disclosed by any person present in the Executive Session, including Board members and staff. Not even to other staff. You can disclose the motions made in the meeting in public, but not what was discussed in Executive Session.
- The Procedure used is to convene the Board meeting in public, accept a motion to go into Executive session, and list the reason for the Executive Session in the motion. If the motion is approved, then turn off the recorder, and do not take minutes during the Session.
- Only the Board, invitees, and necessary staff should attend.
- The Board is required to resume open meeting and conduct any required votes on actions on the record.
- It is not used:**
  - To gossip about others.
  - To hide things the Board doesn't want the public to know about.
  - To allow Board members to air their own grievances outside of School Policies for handling grievances.

# Board Resolutions

**Board Resolutions are: A formal expression of opinion, will or intent voted by an official body or assembled group. They are an official record of decisions made by the board. They are usually attached to proposed policies, budgets, or other items of business, and are typically prepared by the Superintendent or staff.**

**We recommend Resolutions rather than Motions be used for:**

- **Adopting policies or amendments to policies.**
- **Approving grant applications, annual reports, and work plans.**
- **Authorizing signatories on financial documents and approving financial instruments.**
- **Approving written contracts worth substantial amounts of money.**
- **Approving Budgets and Budget Modifications.**
- **Authorizing any submission of testimony or authority to negotiate or litigate legal matters by an individual or a third party, such as the Board Chairman, the Director or legal counsel.**

# Board Resolutions cont'd.

- **Resolutions should be kept in a Resolution Book or Binder and be:**
  - **Sequentially numbered**
  - **Approved by the School Board by Motion**
  - **Signed**
  - **Dated**
  - **Indexed**
  - **Kept in a safe place**

# Rules of Order—Motions

- A motion is made to introduce items for their consideration and to make a recommendation to act upon them.

Official action of the Board is taken by Motion or Resolution only. If no motion or resolution is passed, then no Board action was taken.

- Items of business are considered one at a time in the order on the approved Agenda.
- For the motion to proceed, it must be directly related to the Agenda item being considered.
- For Motions, the Board member must obtain recognition to speak by the Chair, and state “I move that” or “I make a motion to”, and state their motion.

# More About Motions and Resolutions



## Order – Motions

A motion is made to introduce items for their consideration and to make a recommendation to act upon it.



Official action of the Board is taken by Motion or Resolution only. If no motion or resolution is passed, then no Board action was taken.

## Common Questions About Motions Procedure

- Items of business are considered one at a time in the order on the approved Agenda.
- For the motion to proceed, it must be directly related to the Agenda item being considered.
- For Motions, the Board member must obtain recognition to speak by the Chair, and state “I move that” or “I propose that” for motions, and state their motion.
- For Resolutions, say “Motion to approve the resolution” or “I offer the following resolution,” and state the resolution or have the resolution read by the Secretary or College Center Director.
- The Chair should then ask if there is a second to the motion. If a second is obtained, then the Chair can but does not have to “State the question,” which means the Chair restates the motion made. RRO does allow the Chair to tell the Secretary to state the motion. This ensures the Board members know what they are voting on.
- Following the “stating of the question,” the Chair calls for discussion. After all debate and discussion has ended, if there are no motions to amend the original motion, to table to motion, or other motions directly related to the handling of the original motion, the Chair should “Call for the Question” and the vote is taken on the Motion or Resolution.

# 4 Ways to Handle a Motion Once Made

When a Main motion is made and on the floor, no other business should be discussed until final action is taken on the motion – The most common actions include:

- to vote on it
  - to table it for later discussion
  - to call it out of order due to a lack of a second
  - to amend it
- If a Board member brings up an issue for discussion that is not about the motion, the Chair should call the Board member out of order until the consideration of the Motion is complete. This can be accomplished by calling for a “Point of Order” by any Board member or the Chair may call a point of order themselves.

# Amending a Motion once made and Seconded

If there is a motion made to amend the original motion, then it is good business practice to ask if the original motion maker would agree to amend their original motion.

If they do, the Chair must also ask if the person seconding the original motion will still second the amended motion. If they will, then the Chair would ask if there is any objection to amending the motion.

If there is none, the Chair would state the amended motion and call for discussion or debate. Once debate or discussion is concluded on the amended motion, then the Chair calls for the vote. If the original motion maker does not agree to amend their motion, or there is objection to amending the motion, the Chair would proceed to call for a second on the motion to amend, then discussion on the motion to amend the motion, and then call for the vote on the motion to amend. If rejected, discussion and vote on the original motion would proceed.

Any Board member can object to this procedure.

This would also be followed by any motion for different action. RRO does not have this as a procedure.

# Tabling a Motion

Once a motion and second is made and discussion is called for by the Chair, any Board member when recognized by the Chair may make a motion to “table” the motion. If that happens, discussion on the original motion stops. The Chair calls for a second on the Motion to Table. If a Second happens, call for Discussion. Once discussion ends, vote on the Motion to Table.

If there is no second to the motion, the motion fails due to lack of a second.

Once a motion is made in a meeting, if it fails, you cannot make the same motion again, unless you make a motion to reconsider the motion or to reconsider and amend the motion. RRO Article VI (36) governs reconsideration motions.

# RRO 12 and RRO 28-34: Subsidiary Motions



**Motion to Postpone Indefinitely** - made when the assembly does not want to take a position on the main question. Its adoption kills the main motion for the duration of the meeting and avoids a direct vote on the question. It is useful in disposing of a poor motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.



**Motion to Postpone Definitely OR Postpone to a Certain Time** - This delays action until a certain time specified in the motion (not beyond the next regular business meeting).



**Motion to Amend a Motion** - changes the wording of the main motion before it is voted upon. An amendment must be related to the main motion. Its acceptance does not adopt the motion thereby amended; that motion remains pending in its modified form. Rejection of an amendment leaves the pending motion worded as it was before the amendment was offered.



**Motion to Refer (Commit)** - sends a pending motion to a standing committee, or to a specific person or position (Superintendent for example), for consideration. The motion to refer may include instructions to investigate, recommend, or take action, and may specify or require a report back to the Board on a specific timeline.



**Motion to Limit or Extend Debate** - is used (1) to reduce or increase the number or length of speeches permitted or (2) to require that debate be closed at a specified time. It requires a two-thirds vote.

# Incidental Motions RRO 13 and 21-27

**Point of Order** - used when a member believes that the rules of the assembly are being violated, thereby calling on the chair for a ruling and enforcement of the rules. A member can interrupt a speaker to raise a point of order.

**Appeal** - used to challenge the chair's ruling on a question of parliamentary procedure. A member can interrupt a speaker to appeal from the decision of the chair. You can only appeal once.

**Motion to Withdraw the Motion** - permits the maker of a motion to remove it from deliberation after the motion has been stated by the chair. If there is not unanimous consent, the motion is debated and voted upon.

**Motion for Point of Information** - requests to the chair, or through the chair to another officer or member, to provide information relevant to the business at hand. A point of information must be in the form of a question. A request for information regarding parliamentary procedure or the organization's rules bearing on the business at hand is referred to as a Parliamentary Inquiry.

**Objection to the Consideration of a Question** - suppresses business that is irrelevant or inappropriate and undesirable to be discussed. The objection must be made immediately (acceptable to interrupt a speaker). Does not require a second, is not debatable, and requires a two-thirds vote opposed to consideration in order to pass.

# **Motion to Rescind a Motion Made in a Previous Board Meeting - RRO 35**

**Any vote taken may be rescinded by a majority vote, provided notice of the motion has been given at the previous meeting or in the call for this meeting.**

- The notice may be given when another question is pending, but cannot interrupt a member while speaking.
- It is a main motion without any privilege, and therefore can be introduced only when there is nothing else before the assembly.
- It cannot be considered in the same meeting the original motion was passed if there is a motion to reconsider still pending a vote until the motion to reconsider has been voted on.
- It may be made by any member; it is debatable.

# Motion to Reconsider or to Reconsider and Amend RRO 36

**Motion to Reconsider or To Reconsider and Amend.** During the same meeting, a Board member can make a motion to reconsider a motion that has failed. Or to reconsider and amend it.

- It can be made while any other question is pending, even if another member has the floor. It may be made after the previous question has been ordered, in which case it and the motion to be reconsidered are undebatable.
- If the motion to reconsider is not approved, it cannot be repeated except by general consent. No question can be reconsidered twice.
- A reconsideration requires only a majority vote.
- If the reconsideration is moved while another subject is before the assembly, it cannot interrupt the pending business, but, as soon as that has been completed, then it has the preference over all other main motions and general orders. In such a case, the chair does not state the question on the reconsideration until it is considered.
- Examples of how to make this motion are as follows: "I move to reconsider the vote on the resolution relating to a banquet." "I move to reconsider the vote on the amendment to strike out 'Wednesday' and insert 'Thursday.'"
- The ***Effect of the Adoption*** of a Motion to Reconsider of this motion is to place before the Board the original Motion in the exact position it occupied before it was voted upon. For this reason, if the reconsideration motion is approved, the Chair can limit the right of anyone who already spoke during discussion on the original motion has a right to speak again.

# Robert's Rules of Order Motions Chart

[PDF of this chart](#)

**Main Motions.** Motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion, in general

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Fix a Time to Adjourn	I move to set the next meeting at (time of next meeting)	No	Yes	No	Yes	Majority
End meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for ...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

**Incidental Motions.** No order of precedence. These motions are decided immediately.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Enforce rules	Point of Order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes if urgent	No	No	No	None
Request for information	Point of information	Yes if urgent	No	No	No	None

**Motions That Bring a Question Again Before the Assembly.**  
No order of precedence. Introduce only when nothing else is pending.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority

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# Voting and Abstaining

## VOTING PROCESS

- If a Motion is made but there is no second, the Motion dies and cannot be voted on.
- Once a vote is called for, and all those voting have voted, the Chair announces the vote. Any person who voted against the Motion, who has changed their mind, may make a motion to reconsider the motion that failed. If seconded, and a majority votes in favor, then the motion that failed would be restated by a Board member, seconded, and voted on.
- In case of a tie: If there is a tie vote, and the Chair did not participate in the original vote, the Chair will vote to break the tie.
- For voting, once a quorum is established, a majority of those voting decides the question. A quorum must be present to take a vote.

**Did the Motion Pass?** Examples: 5 Board members present – 3 is a quorum.

- 2 in favor, 2 opposed, 1 not voting = a tie. The Chair can vote. If the Chair abstains, the motion fails.
- 2 in favor, 1 opposed, 2 not voting = motion passes
- 2 in favor, 0 opposed, 3 not voting = Depends on your By-laws. If your By-laws require a majority of a quorum present, then this fails. If it requires a majority of those casting a vote, then it passes.
- A tie vote means the motion fails.

# EXERCISES – Break Into Groups

1 Person Be the Administrator

1 Person Be the Member of the Public or Staff Member – Read your Exercise

5 Board Members

# Questions?

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