



Robert's Rules of Order

&

Demystifying Parliamentary Procedure

District 5300, Rotary International



Rotary & Robert's Rules



- Largest Service Organization in the World
- Established in 1905 – 1st Meeting in Chicago
- Comprised of Over 1.2 Million **VOLUNTEERS**
- Annual Budget of \$86.4 Million

Parliamentary procedure demystified!
The fun and easy way® to run your meetings and get things done

Robert's Rules

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for meetings,
elections, and
more!*

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for the
Rest of Us!**

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C. Alan Jennings
Professional Registered Parliamentarian



ROBERT'S RULES OF ORDER NEWLY REVISED

10TH EDITION

HENRY M. ROBERT III, WILLIAM J. EVANS
DANIEL H. HONEMANN, THOMAS J. BALCH



THE ONLY CURRENT AND AUTHORIZED EDITION OF
THE CLASSIC WORK ON PARLIAMENTARY PROCEDURE



Who Was Robert?



Army Major, Henry Martyn Robert, had bad experiences leading church meetings, so he decided to develop an organized and democratic method of conducting meetings.



**The result was
*Pocket Manual of Rules of Order
for Deliberative Assemblies,*
first published in 1876.**



***Where there is no law,
but every man does what is right in his own eyes,
there is the least of real liberty.***

Henry M. Robert



History of Robert's Rules Of Order

- Synonymous with Parliamentary Procedure.
- 80% of all Organizations use Robert's Rules as their Parliamentary Procedure.
- Robert's Rules puts YOU in More Control & Allows Consideration for All Points of View.



Principles of Parliamentary Law



- The right to vote is limited to the members who are present in a meeting during the time a vote is actually taken.
- Only one motion can be considered at a time.
- The majority rules, but only after providing for the minority to be heard.
- Every person or minority faction has the right to take all legal measures to have their position adopted by the group, even though it's not wise for them to do so.
- A higher voting threshold is required to change something than to adopt it in the first place.



Overview of Robert's Rules



- The rules in Robert's Rules aren't set up to give one side an edge over the other. They exist to help you arrive at the true will of the assembly with due consideration for all points of view.
- Arming yourself with even a few basic rules of procedure puts you more in control. Preparation helps you know how to insist on technicalities when you need to and when not to worry about them.
- Parliamentary law isn't statutory law. It's the body of rules that, written or unwritten, we use when we're assembled & discussing our business.



Do's & Don'ts Of A Meeting





The Main Motion



Step 1: The member addresses the chair,

Step 2: The chair recognizes the member

Step 3: The member states the motion

Step 4: Another member seconds the motion

Step 5: The chair states the motion

Step 6: The members debate the motion

Step 7: The chair puts the question and the members vote

Step 7: The members vote

Step 8: The chair announces the result



10 Tips for Presiding Officers



- 1) Know Your Rules
- 2) Plan Your Meetings
- 3) Start Your Meeting on Time
- 4) End Your Meeting on Time
- 5) Use Unanimous Consent
- 6) Use Committees
- 7) Preside with Impartiality
- 8) Never Give up the Chair
- 9) Don't Share Your Lectern
- 10) Keep Your Cool



10 Motion Mistakes to Avoid



- 1) Speaking without Recognition
- 2) Moving to “Table!”
- 3) Calling the Question
- 4) Tabling it Until Next Month
- 5) “Reconsidering” a Vote
- 6) Requesting a Point of Information
- 7) Offering Friendly Amendments
- 8) Making Motions to Accept or Receive Reports
- 9) Dispensing with the Minutes
- 10) Wasting Breath on “I So Move”



Meeting Agenda of Rotary District 5300
February 6, 2010
Call to Order: 9:00 a.m.

- I. Approval of Minutes (of previous meeting)
- II. Reports of Officers
 - a) President's Reports
 - b) Secretary's Reports
 - c) Treasurer's Report
- III. Reports of Standing Committees
 - a) Membership Committee Report
 - b) Vocational Committee Report
 - c) Club Services Committee Report
 - d) International Foundation Report
- IV. Reports of Special Committees
 - a) Annual Fund Raiser Committee Report
 - b) Club Leadership Plan Committee Report
- V. New Business
 - a) AB has motion
 - b) CD has motion
- VI. Announcements
- VII. Adjourn

**Rotary Club of Victor Valley Sunrise
Minutes of Board Meeting on
January 15, 2008**

Call to Order: President Gene Bristoll called the meeting to order at 7:40 p.m.

Present: Gene Bristoll, Ann Jasper, Chris Vasquez, Frank Cunningham, Deb Fowler, Don Brown

Minutes: Approved as written

Secretary Report: Ann Jasper

Will drop Phil Bertrand from the SAR reports. Mike Pontious will be on an extended LOA. Membership will be at 20.

Treasurer Report: Chris Vasquez

Reports attached.

President's Comments: Gene Bristoll

The Club had a wonderful December, with many great projects.

Vice President's Report: Ann Jasper

1. Foundation Report: Mike Davis
Via Ann: High Desert Foundation Dinner will be in March, 2008 & will be held in Hesperia.
2. Youth Services: Ron Newbold
Via Ann: The RYLA youth will be interviewed for selection. Encourage club members to attend training to be a RYLA Facilitator. Wonderful experience.

President Elect's Report: Don Brown

1. We are gearing up for the George Hensel Essay Contest, 4 Way Speech Contest & club scholarship asking for student participation.
2. 2008-2009 Youth Exchange: The District is looking for host families for students from Brazil & Japan. Anyone interested, let Don know.
3. 2008-2009 Board

President Don Brown

Vice President:

President Elect: Frank Cunningham

President Elect, Elect: Gary Hadland or Manny Serrano

Secretary: Ann Jasper

Treasurer: Chris Vasquez

Past President: Gene Bristoll

President Elect, Elect Report: Frank Cunningham

Frank & Don will meet with Gary to see if he is able to commit to the President Elect, Elect position. Will also continue to encourage visitors/guest speakers to consider membership, when appropriate.

Past President's "Report: Deb Fowler

The monetary donation from our club for the South Africa literacy grant has been sent to the District Foundation chairman, Bob Novell. The Board agreed to work with Gene to get our applications in for the District Awards for his year. Deb has given Gene a printout of the awards possible.

Next Meeting: Tuesday, February 12, 2008 @ 6:00 p.m.

Adjournment: The meeting was adjourned by Gene at 6:50 p.m.

Respectfully submitted by Ann Jasper, Secretary

Special Motion at January 17, 2008 Club Meeting

Manny Serrano is a business sponsor for the Victorville Chamber of Commerce event 'An Evening Affaire'. He is able to put his business logo on the wine glasses given to each participant as advertising for his business. Manny asked the club to consider allowing him to use our Victor Valley Sunrise Rotary Club Logo, in place of his business, as the engraving on the glasses. Donna Davis mad the motion to accept Manny's generous offer; Frank seconded the motion. The motion passed unanimously.

Respectfully submitted by Ann Jasper, Secretary

SAMPLE

The Rotary Club of Victor valley Sunrise
Foundation Report 9/9/08

The Paul Harris opportunity drawing has started. Tickets are being sold of \$1.00 each. The money collected will be used for matching grants. For each dollar we donate to a matching grant the club gets 1 point of credit towards a Paul Harris Fellow. This should be a self sustaining project. We have collected over \$125.00 so far.

I received the individual Paul Harris "Progress" reports and am in the process of handing them out.

I am still awaiting the Club Paul Harris Summary.

More Foundation information will be distributed as I receive it.

Deborah Fowler
Foundation Co-Chair

The Rotary Club of Victor Valley Sunrise
International Report 9/9/08

Group Study Exchange falls under both Foundation and International. I will address GSE under International.

Interviews for GSE team members will be held this Saturday, September 13th at the Green Tree in Victorville. Megan Lukehart is scheduled for 10:00 am.

The Corazone Super Build pledge card has arrived. They are requesting a commitment of \$500.00 and no more than 5 volunteers. The pledge cards are due by the end of September.

Deborah Fowler
International Chair

SAMPLE

Rotary Club of Victor Valley Sunrise
Budget 2007-2008

Proposed

General

Income

Christmas Party	\$ 1,100
Club Dues	\$ 5,000
Club Fellowship	\$ 500
Demotion Party	\$ 1,000
Fines	\$ 7,000
Freedom Fesitval	\$ 5,000
Garage Sale	\$ 750
Holiday Raffle	\$ 2,500
Meals & Raffle	\$ 11,000
New Member Fees	\$ 600

Expense

Allocation (Special Projects)	\$ 6,000
Bookkeeping/Postage	\$ 350
Christmas Party	\$ 1,100
Club Fellowship	\$ 500
Community Service	\$ 500
Demotion Party	\$ 1,000
District Assembly/Training	\$ 500
District Conference	\$ 500
District Dues	\$ 850
Firesides	\$ 200
Freedom Festival	\$ 1,000
GSE Reception	\$ 250
Holiday Raffle	\$ 1,100
Hospitality Suites	\$ 500
Meals	\$ 6,500
PETS	\$ 1,500
President Advance	\$ 600
President Elect-Int'l	\$ 1,500
PRLS	\$ 50
Raffle	\$ 4,500
RYLA	\$ 500
Santa Clothes	\$ 1,500
Supplies	\$ 1,700
TLC	\$ 500
Contingency	\$ 1,250

Total Income \$ 34,450

Total Expense \$ 34,450

SAMPLE

Rotary Club of Victor Valley Sunrise
Budget 2007-2008
Proposed

Foundation

Income

Allocated Funds	\$ 6,000
Internantional Dues	\$ 1,500
Foundation Dinner	\$ 1,800
Literacy Program	\$ 450
Paul Harris	\$ 2,500
Santa Clothes	\$ 10,000

Expense

Foundation Dinner	\$ 1,800
4 Way Speech Contest	\$ 200
G. Hensel Ethics Essay	\$ 200
Literacy Program	\$ 450
Paul Harris	\$ 2,500
Santa Clothes	\$ 11,500
Scholarships	\$ 2,500
International Project	\$ 1,000
Rotary Int'l Dues	\$ 1,500
<i>Contingency</i>	\$ 600

Total Income \$ 22,250

Total Expenses \$ 22,250

SAMPLE