



ATTORNEYS AT LAW

2024 SMACNA Council of Chapter
Representatives Meeting

Roberts' Rules of Order

Dan Kelly – President and Shareholder

Who is Robert?



Brigadier General Henry Martyn Robert
Source: <http://www.hq.usace.army.mil/history/robert.jpg>



Roberts Rules of Order “Arrive At The General Will”

“enable assemblies of any size, with due regard for **every members opinion**, to arrive at the general will on the maximum number of questions...”

What are they good for?

- Ensures Orderly Conduct
- Facilitates Fairness
- Enhances Efficiency
- Provides Clear Procedures
- Encourages Participation
- Promotes Transparency
- Offers Consistent Framework

Basic Principles

- A quorum must be present for business to be conducted
- No person should speak until recognized by the chair
- Personal remarks or side discussions during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
- The Chair should always remain impartial.

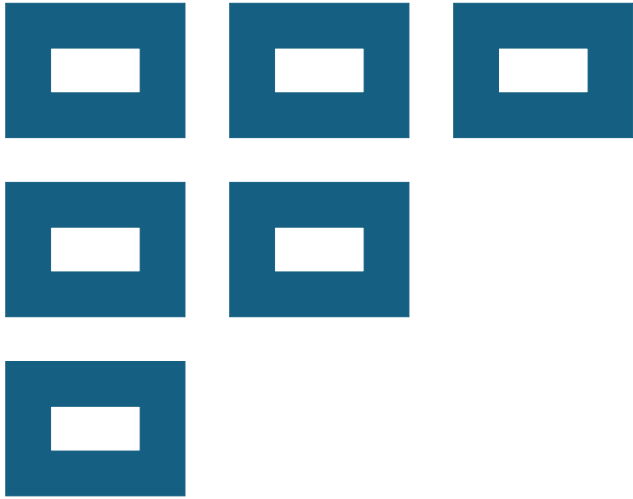


Basic Meeting Outline



The official beginning of a meeting as declared by the presiding officer

Call to Order



Instruments to ensure everyone is on the same page for what has been done, and what will be done

Agenda & Previous Minutes



If there is something to report, provide a report

Committee Reports



Where the work gets done

Unfinished and New Business



When time runs out or the business has concluded

Adjournment

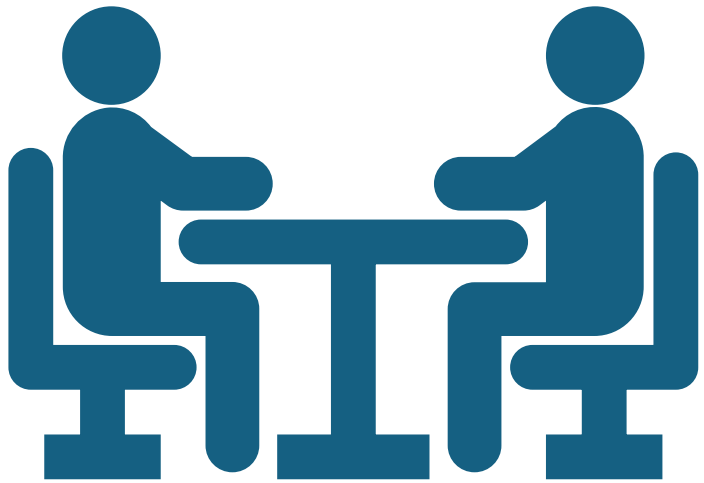


What Is A Motion?



A formal and organized way for members to participate in the business

Motion Second



Everyone gets to be heard when
considering a motion

Discussion



Concluding a motion

Voting

Examples of Common Motions

- Motion to amend
- Motion to substitute
- Motion to table
- Motion to limit debate
- Motion to close debate

Point of Order

Are Roberts Rules Right For My Meeting?
