



Running an Orderly Meeting

Using Basic Robert's Rules of Order



Establish Rules of the Road

- Everyone understands the rules and are in agreement on how they will be applied.
- Establish what is a quorum for your organization (see PTA By-Laws).
- Meetings are fair, efficient, democratic, and orderly.
- All members have the opportunity to speak to agenda items.
- Establish how voting will be done – raise hands or roll call.
- The will of the majority prevails when voting.



Sample Rules of the Road

- ▶ Pay attention and be present.
- ▶ Electronics – on or off
- ▶ Hard stop at (time)
- ▶ Each person gets 3-5 minutes to speak, and the President will go around the room twice. Then there will be a vote or move to the next agenda item.
- ▶ Must raise hand to speak.
- ▶ Do not speak over top of one another – one at a time.
- ▶ Try not to repeat what someone has already said – could say I agree with my colleague and then ask the question.
- ▶ Be respectful – I respectfully disagree with my colleague

A decorative graphic on the left side of the slide. It features a dark blue vertical bar on the far left. A black arrow points to the right from the top of this bar. Below the arrow, several thin, curved lines in shades of blue and grey sweep across the page towards the right.

Every Meeting Needs an Agenda

- Develop the agenda and send out prior to the meeting.
- Be respectful of participants' time – start and end on time.
- Follow the agenda.
- Discussion should be focused on the agenda item being addressed.
- Managing the meeting and a hard stop.

Basic Parliamentary Procedures

- President calls the meeting to order on time.
- How to make a motion – I move that
- Motions must have a second before discussion can continue and then vote. If no second, motion fails due to lack of second.
- How to make an amendment to a motion – I moved to amend the motion by
- Amendment must have second. If no second, the motion to amend fails and organization goes back to original motion. If amendment has a second, vote on amendment. There is no limit to the number of times a motion may be amended. However, there may be no more than one amendment and one amendment to the amendment pending at any one time.

Basic Parliamentary Procedures (Continued)

- Once amendments have passed, go back to the original motion, restate and include approved amendments and vote – I move to approve the amended motion to
- Can only have one motion at a time on the floor unless it is an amendment.
- Discussion goes off topic – Point of Order – President brings discussion back to the agenda item at hand.
- Call the question (time to vote) – A motion is on the floor and discussion has become repetitive/lengthy, and all have spoken.



Questions?