

Robert's Rules of Order for small boards



Board Selection Process

- Submit an application, describe your skills.
Applications remain on file 2 years.
- 3 year terms end on 31 December. May serve 3 terms.
- Board Member Review Committee interviews candidates when a vacancy occurs. They try to match candidate qualifications with Board mission and job description
- Paperwork and training in Nov/Dec in preparation for 1 Jan appointment



Parliamentary Procedure

- Discuss one subject at a time.
- Allow full and free discussion of each idea presented.
- Treat all members with justice and courtesy.
- **Carry out the rule of the majority, and respect the rights of the minority.**
- Bring together the wishes of all group members to form a cooperating, united organization.

.....Purpose of Parliamentary Procedures

- Gives every member a chance to be heard.
- Allows everyone to participate.
- Establish and maintain order in a meeting.
- Prevents confusion when discussing meeting's agenda.
- Keeps meeting moving.



Role of Members



- **Come prepared, having read minutes and packet.** Do you foresee a conflict of interest?
- **Follow parliamentary procedures**
 - Obtain permission to speak
- **Stick to the agenda**
 - Agenda may be modified by consent of the members
- **Respect the view of others**
- **Vote based on Code, the facts, the good of the city as a whole.**

What if there is a conflict of Interest?

- Announce when the agenda item comes up
 - Ex parte
- You may participate in discussion. But,
- You should recuse yourself from a vote
- See City Clerk to file form 8B
- Example: You, a member of the ESC, own a tree nursery. You may not vote on a motion to purchase trees from your business

Role of the Chair

- Moderator
- Judge
- Grant the floor to speakers
- Enforce order and decorum
- Debates last, votes last

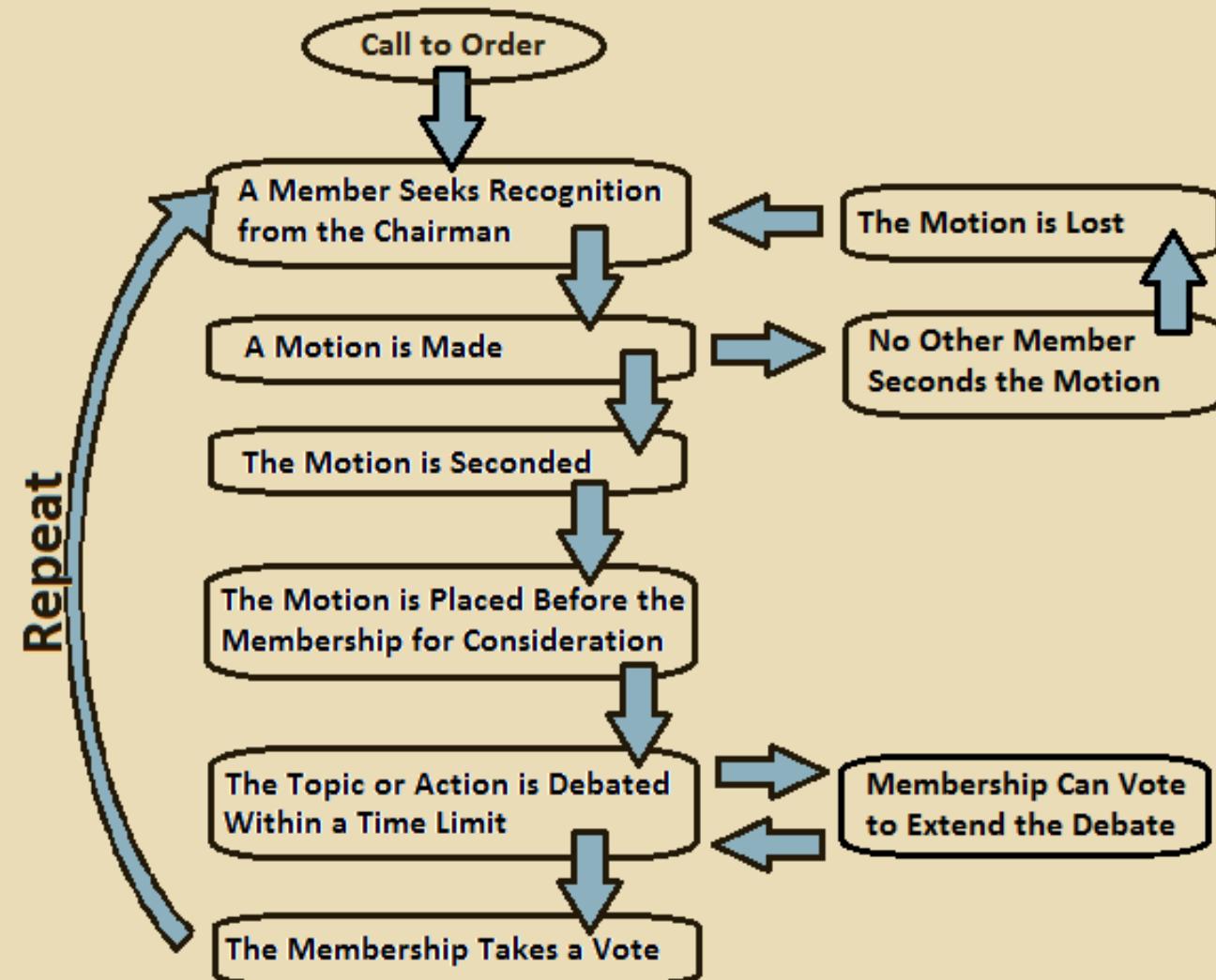


Agendas

- Lays out order of business and items to be considered. Set COAB format.
- Prepared days in advance. Sent to committee and 48 hour notifications made to the Public.
- For COAB boards, agendas are coordinated and published by staff liaison.
- **Minutes:** *“If there are no corrections, the minutes stand approved.” Note: not required to move, second and vote.*



Making motions



- The member making the motion should be the first to speak
- A member may not speak against their own motion.

Amending Motions

“I move we amend the motion by striking out or inserting _____”

“Second” (If no second, the motion fails)

- The chair restates the amendment.
- Discussion on the amendment ensues.
- The chair calls for a vote ON THE AMENDMENT ONLY. (Majority required)
- The Chair announces the result of the vote.

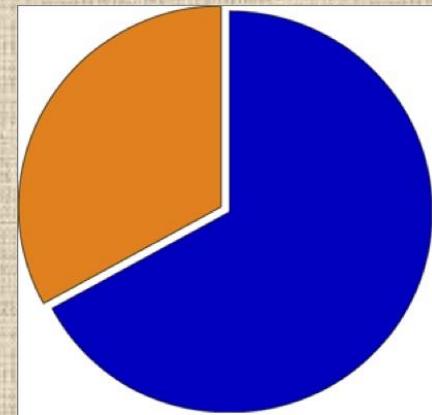
Return to discussion of the ORIGINAL MOTION as amended.

When a Motion Fails

- Tie vote: motion fails
- Lack of a second: motion fails
- Motion to postpone/defer: motion dies this session
- Lack of 2/3 vote in designated motions

2/3 Votes Required

- Most votes pass on a simple majority
- Some Robert's Rules situations require 2/3 vote:
 - Modify an adopted rule or the Agenda
 - Modify the extent of debate
 - Amend or rescind something already adopted (**if not noticed**)



To Change the order of items on the published agenda:

Member: "Ms. Chairman. I move we move item seven on the agenda to immediately after item three. (needs a second)

Chairman: It is moved and seconded that we move item seven to after item three. Those in favor, please raise your hand (or take a role call vote). Counts votes. "The nays have it by more than 2/3 vote and the motion to move item seven is lost."

Must have 2/3 vote.



AGENDA
ANNUAL DCASA CONFERENCE: 22 AUGUST 2018
EMPERORS PALACE- SENATE ROOM

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ANNUAL DCASA CONFERENCE: 22 AUGUST 2018 EMPERORS PALACE- SENATE ROOM		
08H00 – 08H30	Registration	
08H30 – 08H45	Welcome address	Russell Dickerson President of DCASA
08H45 – 09H20	Economic Update	Mr. Mike Schussler Economist
09H20 – 10H00	The investment solution and how to build a long-term annuity income for business.	Theo Vorster, Warren Ingram & Louis Eksteen Galileo Capital Juan Jacques Jordaan Attorney
10H00 – 10H30	The changing nature of Privacy.	
10H30 – 11H00	COFFEE/TEA & Networking with Exhibitors	
11H00 – 11H45	The impact of credit on household's ability to save	Maya Fisher-French Journalist
11H45 – 12H30	Trade Show with Exhibitors	Please take time to visit all Exhibitor stands
12H30 – 13H30	LUNCH and Networking with Exhibitors (Lunch coupon required to enter lunch room)	(Cash Bar available)
13H30 – 14H00	"It has been a long and bumpy road... are we getting closer to our destination?"	Frans Haupt UP Law Clinic
14H00 – 14H30	Debt Review Industry Update.	Russell Dickerson President of DCASA
14H30 – 15H30	Debt Intervention.	Paul Slot NFC of DCASA
15H00 – 15H30	Q&A Session	Complete your question on the Q&A form in your welcome pack
15H30 – 15H45	Prize giveaway	
15H45 – 16H00	Closure	

Vote to limit debate

- Situation: There is a main motion on the floor and a member wants to limit debate to ten more minutes.
- **This motion must carry by 2/3 vote.**

Member: “I move that debate be limited to ten more minutes.”

Chairman: “It is moved and seconded that debate be limited to 10 minutes. All those in favor, please raise your hands.”*Counts votes.

“The ayes have it by a 2/3 vote and the motion to limit debate carries.” (Announce the current time and the ending time for the debate.)

Motion to Reconsider a Motion

- **Must be requested at the same OR NEXT regular meeting.**
- **Must be moved by a member who previously voted FOR the motion.**
- **Can only be reconsidered once.**
- **2/3 majority if not noticed, otherwise a simple majority.**

Member: "I move we reconsider the vote to hire a firm to design a new Atlantic Beach logo." *(seconded)*

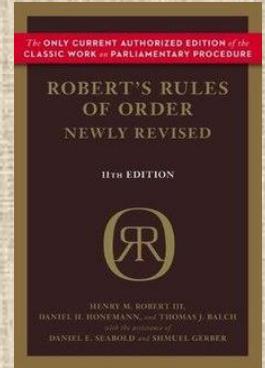
Chairman: "It is moved and seconded that we reconsider the vote on the motion to hire an company to design a new logo." *Discussion ensues.*

Chairman: "The vote is on the motion to reconsider the motion to hire a design firm." *Counts votes. Majority or 2/3*

Chairman: The "ayes" have it and the motion to reconsider is carried. You now have before you the motion to hire a design company to design a new logo. Is there any discussion on this motion?"

Permitted Interruptions: “I have a question of privilege”

- **Point of personal privilege**
 - Comfort, safety, amplification, visuals
- **Point of Order**
 - Are correct assembly rules being followed?
- **Request for Information**
 - From current speaker
- **Point of Parliamentary Inquiry**
 - City Attorney and City Clerk COAB Parliamentarians



How to discontinue Consideration

Lay on the Table a motion on the floor	Temporary, in face of immediate urgency No set time to resume	Will of the majority No debate May be taken off the table later
Postpone to a Certain time	To a day, meeting, or event Automatically added to that agenda	Limited debate on propriety of motion
Postpone Indefinitely	Kills item for the session. Must be moved again in a different meeting	