

Region 10 Meeting 2025

Parliamentary Procedures in IEEE Meetings- Robert's Rules of Order

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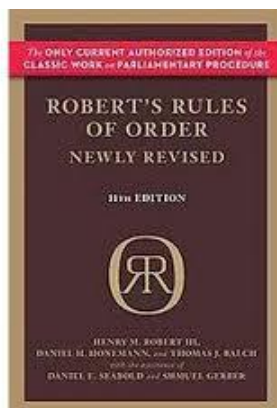




Robert's Rules of Order



U.S. Army Major Henry Martyn Robert (1837–1923)



The 11th Edition

- **A new subsection on electronic meetings**
- **Recognized that notice may be sent by e-mail**
- More fully explained rules for counting ballots and resolving election disputes
- **Added definition for a member "in good standing"**
- A thorough revision of the chapter on disciplinary procedures
- Removed more references to being "legal" (parliamentary law is not a court of law)
- Re-formatted Index (Index became more "compact")



Why Robert's Rules

- ▶ Rules maintain **order** and ensure fairness.
- ▶ **Time** is valuable.
- ▶ Poorly facilitated meetings result in frustration. Wasted time.
- ▶ **Faster** and more **efficient** meetings.
- ▶ Improved communication skills.
- ▶ All members participate in a responsible manner.

Basic Principle

- Someone must facilitate meetings and mention order (Chair/Presiding Officer).
- Everyone has **right to speak** and bring up ideas.
- Everyone has **right to vote**.
- Majority rules but basic rights of minority are always protected and assure they speak and vote.
- Promotes **justice, courtesy, impartiality and equality**.
- Ensures efficiency, **maintains order**.



Who uses Robert's Rules

Used by deliberative assembly to govern meetings

Deliberative Assembly:

A group meeting for the purpose of discussing, debating and deciding an action to be taken by the group.

It is the most widely used manual of parliamentary procedure in the United States.

- Congress
- Student Governments
- City Councils
- Faith based organizations
- Corporate boards
- School boards
- **Professional Associations**
- Homeowner's Associations
- Clubs

IEEE adopted Robert's Rules of Order for their meetings in 1905

IEEE Bylaws (I-300 General)



Parliamentary Procedures. **Robert's Rules of Order** (latest revision) shall be used to conduct business at meetings of the IEEE Board of Directors, Committees of the Board of Directors, Committees of and other organizational units of the IEEE **unless other rules of procedure are specified** in the **Not-For-Profit Corporation Law** of the State of New York, the **IEEE Certificate of Incorporation**, the **IEEE Constitution**, the **Bylaws**, the **IEEE Policies**, **resolutions of the IEEE Board of Directors**, or the applicable **governing documents** of those organizational units provided such organizational documents are not in conflict with any of the foregoing.



Region 10 (Bylaws 5.3)

- ▶ The Regional Committee meeting shall generally be conducted in accordance with **Robert's Rules of Orders**
- ▶ But, decisions will normally be arrived at **by consensus**
- ▶ In cases where a consensus is not achieved after normal channels of persuasion have been tried, decisions may be taken by voting
- ▶ All Committee members are entitled to vote, each member present having one vote
- ▶ The motion will be generally decided by majority vote unless specifically stated otherwise in the Regional Bylaws

Region 10 Bylaws

5.1 Voting Members

- Region 10 Officers
 - Chair (Director)
 - Director-Elect
 - Immediate Past Director
 - Vice Chairs
 - Secretary
 - Treasurer
- Ex-Officio
 - Section Chairs
 - Standing Committee Chairs or Coordinators
- Appointees
 - by Director

.....Scope

Part I - Rules of Order

- ▶ Art I -Introduction of Business.
- ▶ Art II -General Classification of Motions
- ▶ Art III -Motions and their Order of Precedence.
- ▶ Art IV -Committees and Informal Action
- ▶ Art V -Debate and Decorum
- ▶ Art VI -Vote.
- ▶ Art VII -Officers and the Minutes
- ▶ Art VIII –Miscellaneous (Unfinished business, Session, Quorum, Order of Business, Amendment of Constitutions, By-Laws and Rules of Order...)



Part II - Organization and Conduct of Business

- ▶ Art IX -Organization and Meetings
- ▶ Art X -Officers and Committees
- ▶ Art XI -Introduction of Business
- ▶ Art XII -Motions.
- ▶ Art XIII -Debate.
- ▶ Art XIV -Miscellaneous.

Part II covers the entire ground of the Part I in much simpler manner. It also explains the method of conducting a meeting.



Order of Business

- ▶ Call to Order
- ▶ Roll Call **Check Quorum**
- ▶ Approval of Agenda **Proposed in advance**
- ▶ Approval of the Minutes **Minutes are distributed in advance to save time**
- ▶ Reports of Officers, Boards & Standing Committees
- ▶ Reports of Ad Hoc Committees
- ▶ Announcements
- ▶ Special Orders
- ▶ Unfinished Business
- ▶ New Business
- ▶ Adjournment

.. New ideas before the group...Present a motion



- A member obtains the floor and makes a motion.
- Another member seconds the motion.
- The chair states the motion.
- Members debate the motion.
- The chair puts the motion to a vote.
- The chair announces the results of the vote.

a motion is a formal proposal by a member of a deliberative assembly that the assembly take certain action.

Amending the motion

- Motion on table can only be amended
- Not propose something else entirely
- Must be done prior to voting

Ways to amend:

- Insert words
- Strike out words
- Strike out some words and insert others

Want a motion to be killed

- State "I object to consideration"
- This must be done before any debate
- This requires no second, is not debatable and requires a 2/3 vote



How to do things...

**You like the idea of a motion under debate,
but you need to reword it beyond simple word changes**

- ▶ Move to substitute the motion for the original motion
- ▶ If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer

You feel the motion addresses two or more separate issues

- ▶ Move to divide the question

You want more study and/or investigation given to the idea under debate

- ▶ Move to refer to a committee
- ▶ Be specific as to the charge to the committee

You want more time personally to study the proposal under debate

- ▶ Move to postpone to a definite time or date



How to do things...

You want to postpone a motion until some later time

- ▶ Move to table the motion
- ▶ The motion may be taken from the table after 1 item of business has been conducted
- ▶ If the motion is not taken from the table by the end of the next meeting, it is dead

You have heard enough debate

- ▶ Move to call the question; this cuts off debate and brings the assembly to a vote on the pending question only
- ▶ Requires a 2/3 vote

You want to take a short break

- ▶ Move to recess for a set period of time.

You want to end the meeting

- ▶ Move to adjourn

How to do things...



You are unsure that the chair has announced the results of a vote correctly

- ▶ Without being recognized, call for a "division of the house."
- ▶ At this point a standing vote will be taken

You are confused about a procedure being used and want clarification

- ▶ Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry"
- ▶ The chair will ask you to state your question and will attempt to clarify the situation

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side

- ▶ Move to reconsider
- ▶ If the majority agrees, the motion comes back on the floor as though the vote had not occurred



Summary

You may **INTERRUPT** a speaker for these reasons only

- ▶ to get information about business - **point of information**
- ▶ to get information about rules - **parliamentary inquiry**
- ▶ if you can't hear, safety reasons, comfort, etc. - **question of privilege**
- ▶ if you see a breach of the rules - **point of order**
- ▶ if you disagree with the chair's ruling – **appeal**

You may influence **WHAT** the members discuss:

- ▶ if you would like to discuss something – **motion**
- ▶ if you would like to change a motion under discussion – **amend**

You may influence **HOW** and **WHEN** the members discuss a motion

- ▶ if you want to discuss the topic at another time – **postpone or lay it on the table**
- ▶ if you think people are ready to vote – **call the question**



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Online Resources



- ▶ www.rulesonline.com
- ▶ www.robertsrules.com
- ▶ <https://robertsrule.org>

THANK YOU