

Parliamentary Procedure

City and Borough of Sitka Boards, Commissions and Committees

What are Robert's Rules of Order?



Robert's Rules of Order are a set of guidelines on how to conduct a meeting. It is an organized way to conduct business, make decisions, and solve problems.

THE BASICS



THE CHAIR

is the person conducting the meeting.



THE AGENDA

is like the "to-do" list for the meeting. The standard order of business is:

- Call to Order
- Roll Call
- Approval of Minutes
- Reports
- Persons to be Heard
- Unfinished Business
- New Business
- Adjourn



QUORUM

is the number of voting members who must be present in order for business to be legally transacted.

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REMEMBER

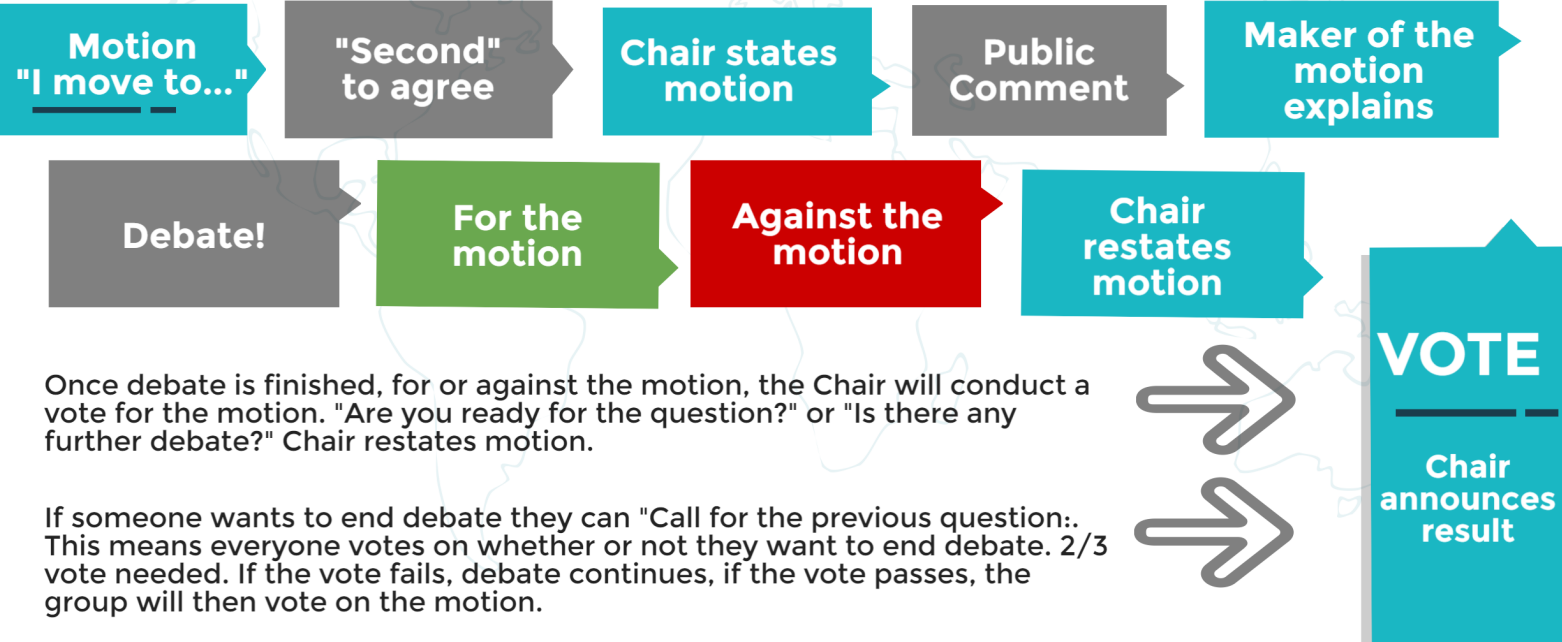
Three minute time limit for Persons to be Heard

ONLY THING YOU CAN DO WITHOUT A QUORUM?

- Set the time for another meeting
- End the meeting
- Take measures to obtain a quorum

Decision Making

STAY ON SUBJECT -- USE FACTS -- AVOID PERSONAL ATTACKS



Required Votes

Majority Vote:

- 3 member board = 2
- 5 member board = 3
- 7 member board = 4

2/3 Vote:

- 3 member board = 2
- 5 member board = 4
- 7 member board = 5

Other Options



AMEND

Want to change or add to the motion?"I move to amend the motion to read..." The group then has the ability to debate and vote on the amendment.



POSTPONE INDEFINITELY

This motion kills the main motion without a direct vote on it. This is useful in the case of a badly chosen main motion for which either a "yes" or "no" vote would have undesirable consequences. "I move that the motion to ___ be postponed indefinitely."



POSTPONE TO A CERTAIN TIME

Need more time or need information to make a decision? Postpone the motion to a certain time. "I move to postpone further consideration of this motion until ___."



LAY ON THE TABLE

The most overused and abused motion. Purpose? To set aside the pending motion temporarily in order to take care of a more urgent matter. This motion is often improperly used to kill a motion.



RECONSIDER

Purpose? Erase the original vote on the motion and put the board in exactly the same place it was right before the vote occurred. The motion to reconsider can be made only by a member who voted on the prevailing side. The motion to reconsider can be made only on the day that the original motion was made -before the meeting ends. "I move to give notice of reconsideration on item ___ at the next regularly scheduled meeting (provide date)." Majority vote needed for this motion. Reconsideration of the motion would occur at the next meeting.



RESCIND

This motion is used to cancel something that the board did at a previous meeting provided action on the item has not begun. "I move to rescind..." 2/3 vote required.

Questions:
Contact the Clerk's Office
747-1811 or 747-1826

Thank you for your service!

