

APPENDIX B

AN ESSENTIAL ROBERT'S RULES OF ORDER

INTRODUCTION OF BUSINESS

Business is brought before the members at a membership meeting or Directors at a Board meeting by the motion of a member or Director (“member”).

OBTAINING THE FLOOR

Before a member can make a motion, or address the members or the Board, the member must obtain the floor. The member should rise and address the chairperson, “Mr. or Madam Chairperson.” The member obtains the floor when the chairperson recognizes that person.

After a member has obtained the floor, the member cannot be interrupted, except by:

- a motion to reconsider;
 - a point of order;
 - an objection to the consideration of the question;
 - a call for the orders of the day when they are not being conformed to;
 - a question of privilege;
 - a request or demand that the question be divided when it consists of more than one independent resolution on different subjects; or
 - a parliamentary inquiry or a request for information that requires immediate answer;
- and

these cannot interrupt the member after the member has commenced speaking unless the urgency is so great as to justify it. The member speaking does not lose the right to the floor by these interruptions, and the interrupting member does not obtain the floor.

MOTIONS

A motion is a proposal that the corporation take a certain action.

A motion is made by the member by stating “I move that” or “I propose that.” The motion must be seconded and stated by the chairperson to the corporation.

After a motion has been stated by the chairperson, the motion is before the corporation for consideration and debate.

The motion may be debated unless two-thirds vote to decide to dispose without debate.

In debate, a member must confine himself or herself to the question before the corporation.

When the debate appears to be finished, the chairperson should ask the corporation whether the corporation is ready for the question.

SECONDARY MOTIONS

To assist in the proper disposal of the question various subsidiary motions are used, such as to amend, and for the time being the subsidiary motion replaces the motion, and becomes the immediately pending question.

While the motion and the subsidiary motions are pending, a question incidental to the business may arise, as a question of order, and this incidental question interrupts the business and, until disposed of, becomes the immediately pending question.

PRIVILEGED MOTIONS

And all of these may be superseded by certain motions, called privileged motions, such as to adjourn, of such supreme importance as to justify their interrupting all other questions.

VOTING

The usual method of taking the vote is by voice. In a small assembly the vote can be taken by a show of hands.