

ROBERTS' RULES OF ORDER

NEWLY REVISED EDITION

“

GOALS FOR THE USE OF ROBERT'S RULES

”

- **ALLOW A DELIBERATIVE ASSEMBLY TO MAKE DECISIONS EFFICIENTLY**
- **MAINTAIN APPROPRIATE REGARD FOR THE RIGHTS OF THE MINORITY**

CONSTITUTION AND BYLAWS OF THE BUFFALO HEALTH SCIENCES CENTER CHAPTER UNITED UNIVERSITY PROFESSIONS

- SECTION 4.6 – CONDUCT OF MEETINGS:
A QUORUM FOR A MEETING OF THE MEMBERSHIP SHALL BE TEN PERCENT OF THE CHAPTER MEMBERSHIP PROVIDED HOWEVER, THAT AT LEAST HALF OF THE OFFICERS, AS DEFINED IN ARTICLE 5.1, ARE PRESENT. A QUORUM FOR A MEETING OF THE EXECUTIVE COMMITTEE SHALL BE A MAJORITY OF EXECUTIVE COMMITTEE VOTING MEMBERSHIP PROVIDED HOWEVER, THAT AT LEAST HALF OF THE OFFICERS, AS DEFINED IN ARTICLE 5.1, ARE PRESENT. **ROBERT'S RULES OF ORDER (NEWLY REVISED) SHALL GOVERN THE MEETINGS OF THE CHAPTER AND THE EXECUTIVE BOARD IN ALL CASES IN WHICH THEY ARE NOT IN CONFLICT WITH THE CHAPTER CONSTITUTION OR BYLAWS.**
- SECTION 10.2 - PARLIAMENTARY AUTHORITY:
MEETINGS SHALL BE CONDUCTED IN ACCORDANCE WITH THE LATEST EDITION OF ROBERT'S RULES OF ORDER, NEWLY REVISED, EXCEPT THAT THESE BYLAWS OR THE UUP CONSTITUTION SHALL TAKE PRECEDENCE.

HENRY MARTYN ROBERT,
BORN MAY 2, 1837, ROBERTVILLE, S.C.
DIED MAY 11, 1923, HORNELLS, N.Y



BACKGROUND AND BIOGRAPHY

- U.S. ARMY OFFICER,
- A GRADUATE (1857) OF THE U.S. MILITARY ACADEMY, WEST POINT, N.Y.,
- ROBERT WAS COMMISSIONED IN THE CORPS OF ENGINEERS AND RETIRED (1901) WITH THE RANK OF BRIGADIER GENERAL.
- DURING THE CIVIL WAR (1861–65) HE CONSTRUCTED DEFENSES FOR WASHINGTON, D.C.; PHILADELPHIA;
- AUTHOR OF THE STANDARD MANUAL ON PARLIAMENTARY PROCEDURE IN THE UNITED STATES, KNOWN AS ROBERT'S RULES OF ORDER.

***INITIAL PUBLICATION:
The Pocket Manual of Rules of Order for Deliberative
Assemblies in 1876***

- **BASED ON THE RULES OF PROCEDURE IN THE CONGRESS**
- **VERY POPULAR**
- **MULTIPLE EDITIONS IN ROBERT'S LIFETIME, INCLUDING THE 1915 REVISION, ENTITLED *ROBERT'S RULES OF ORDER REVISED FOR DELIBERATIVE ASSEMBLIES* (REVISED, 1971, AS *ROBERT'S RULES OF ORDER REVISED*). ROBERT'S *PARLIAMENTARY PRACTICE* (1921) AND *PARLIAMENTARY LAW* (1922) WERE STILL IN PRINT IN THE 1970s.**

FIVE BASIC PRINCIPLES

- 1. ONLY ONE SUBJECT MAY CLAIM THE ATTENTION OF THE ASSEMBLY AT ONE TIME.**
- 2. EACH PROPOSITION PRESENTED FOR CONSIDERATION IS ENTITLED TO FULL AND FREE DEBATE.**
- 3. EVERY MEMBER HAS RIGHTS EQUAL TO EVERY OTHER MEMBER.**
- 4. THE WILL OF THE MAJORITY MUST BE CARRIED OUT AND THE RIGHTS OF THE MINORITY MUST BE PRESERVED.**
- 5. THE PERSONALITY AND DESIRES OF EACH MEMBER SHOULD BE MERGED INTO THE LARGER UNIT OF THE ORGANIZATION.**

APPLICATIONS

- **PROVIDES A STRUCTURE OF RULES OF ENGAGEMENT**
- **THE BYLAWS ACCEPT AND ESTABLISH ROBERT'S RULES**
- **BYLAWS PROVIDES A MECHANISM OF AMENDMENT OF THE BYLAWS**
- **THERE IS A MECHANISM FOR SUSPENSION OF THE RULES**

MAIN MOTIONS

- **GOAL: INTRODUCE NEW BUSINESS**
- **REQUIRES RECOGNITION BY THE CHAIR**
- **SIMPLE DECLARATIVE MOTION**
- **REQUIRES A SECOND**
- **CHAIR STATES THE MOTION AND INITIATES DISCUSSION**
- **CONSIDERATION AND DEBATE**
- **DISPOSITION OF MOTION**
 - **APPROVAL**
 - **FAILURE OF MOTION**
 - **REFERRAL TO COMMITTEE FOR CONSIDERATION**
 - **TABLE**

COMMITTEE REPORTS

- COMMITTEES GENERALLY HANDLE THE PRELIMINARY WORK
- CAN BE COMPLEX FOR SOME STANDING COMMITTEES
- REPORT IS PRESENTED BY THE COMMITTEE CHAIR OR DESIGNEE
- WRITTEN REPORT IS WRITTEN IN THIRD PERSON AND SUBMITTED AT THE TIME OF PRESENTATION
 - REPORT CAN INCLUDE RECOMMENDATIONS OR ACTION ITEMS
 - REPORT MAY BE ACCOMPANIED BY A MINORITY REPORT IF NECESSARY
- CHAIRMAN OPENS DISCUSSION
 - REQUIRES A FORMAL MOTION TO ACCEPT THE REPORT AND ADOPT RECOMMENDATIONS
 - CAN ASK FOR AMENDMENTS
 - ACTION ITEMS WILL REQUIRE A SEPARATE MOTION AND DISCUSSION
 - DISPOSITION MAY REQUIRE REFERRAL OR RECONSIDERATION

ACTION ITEMS

- **MAY BE GENERATED BY A REPORT**
- **NEED A FORMAL MOTION**
- **FOLLOWED BY DISCUSSION**
- **THE DISCUSSION OF THE MOTION OCCURS WITH THE SECOND ONLY.**
- **DEPENDING ON THE DISCUSSION THE VOTE DETERMINES THE OUTCOME OF THE MOTION. IT COULD BE PASSED, DEFEATED , TABLED , REFERRED TO COMMITTEE AND RECONSIDERED**

NATIONAL ASSOCIATION OF PARLIAMENTARIANS (NAP

- THE LARGEST NON-PROFIT ASSOCIATION OF PARLIAMENTARIANS IN THE WORLD.
- NAP IS DEDICATED TO THE STUDY, PROMOTION, AND USE OF PARLIAMENTARY PROCEDURE AS THE BASIS OF DEMOCRATIC PROCESS DURING MEETINGS WORLDWIDE. *[ROBERT'S RULES OF ORDER NEWLY REVISED (RONR)* IS THE PARLIAMENTARY AUTHORITY THAT IS USED BY THE NAP