

RONR

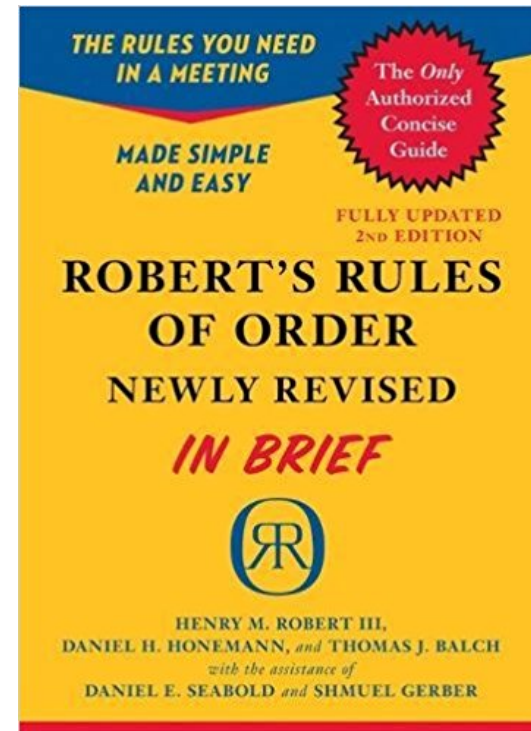


Officer Training

National Association of Parliamentarians

STUDY GUIDE

<https://texaselks.org/NAP>



Officer Training

Grand Lodge Statute

Section 1.130. Parliamentary Authority:—The current version of Robert’s Rules of Order, Newly Revised, **shall govern all proceedings** unless contravened by the Constitution or Laws of the Order, or the By-Laws of a Lodge.



Robert's Rules of Order

"One can scarcely have had much experience in deliberative meetings of Christians without realizing that the **best of men, having wills of their own, are liable to attempt to carry out their own views without paying sufficient respect to the rights of their opponents.**" ~
General Henry Martyn Robert, New Bedford, MA 1863 (A Lieutenant at the time)

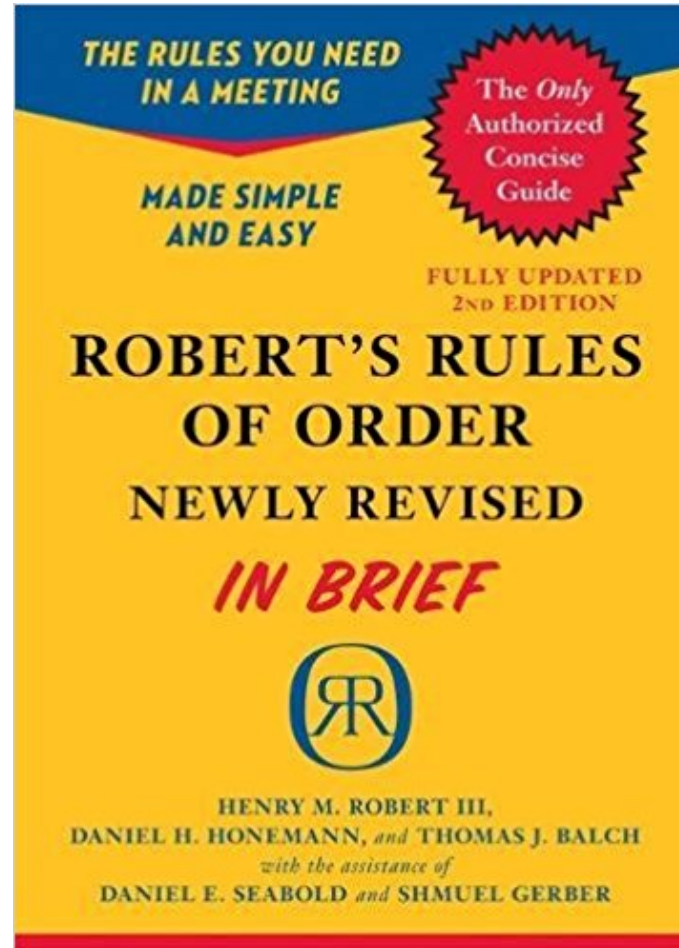


Officer Training

Parliamentary rules take into account the often **conflicting interests** that develop **during meetings**, and they provide **procedures** that ensure **decisions are made fairly.**



Highly Recommended!!!!



Officer Training

Based On the Rights of

- Majority
- Minority (especially strong minority)
- Individual Members
- ~~Absentees~~ 3.090
- All of these together



Officer Training

Presiding Officer (Chair or ER)

- Unbiased
- Ensure rules are observed
- Orchestra Conductor
 - Mellow the louder vocals
 - Bring forward the softer notes



Basic Definitions

- **Quorum** – minimum number of members required to transact business (Section 3)
- **Bylaws** – basic regulations governing the organization (Advanced Notice)
- **Standing rules** – details concerning administration of organization (No notice)
- **Motion** – formal proposal that an action be taken
- **Presiding officer** – meeting leader who sees that rules are observed



Six Steps in Handling a Main Motion

1. Member makes a motion
2. Another member seconds the motion
3. Presiding officer places motion before group
4. Motion is open for debate (Alternate)
5. Motion is put to a vote
6. Presiding officer announces result



Additional Motions and Special Problems

1. What can an assembly do to correct an action taken?
 - a. Reconsider a motion already voted upon
 - b. Rescind a motion previously adopted
2. Can a member be required to vote on a motion?
3. Can a motion be adopted when many members abstain? (See next slide)



Majority of Votes

Your 12-member board of directors is unhappy with the executive director and wants to fire him.

Six members are in favor and five are opposed. You agree that he has made a mess of things, but you are a personal friend, so you abstain from voting.

If you had voted “no,” the vote would have been six to six, a tied vote, and would have failed. Because you abstained, the executive director gets the sack.



Majority of Members Present

For example, a By-Law change

- 50 members present
- 24 vote yes
- 16 vote no
- 10 abstain

Does the motion pass or fail? **Appendix 1 (c)**



Officer Training

5. Can a presiding officer participate in debate? (RONR 394-395)
6. Can a presiding officer introduce a motion?
7. What is an ex officio member? (by virtue of one's position or status)

Section 12.020, (h) Opinion 1 and 16.040



Helpful Questions

- What does the chair say after the secretary reads the minutes? (pg. 14)
 - **“Are there any corrections to the minutes?”**
- What does the chair say when there are no (or no more) corrections to the minutes? (pg. 14)
 - **If there are no (further) corrections, the minutes are approved**



Helpful Questions

- When a report is given in the meeting, when are recommendations made? (pg. 14)
 - **Any recommendations are considered at the end of the report**
- What is the order of an Elk meeting agenda?
 - **Section 15.020.**
- What is the order of a Membership Committee Agenda? (pg. 16)
 - **The agenda must be adopted by the group at the start of the meeting**



Minutes

- Lodge Meeting 15.020 – Opinion 1
- Committees
 - Read at meeting
 - Send minutes in advance of meeting
 - **“Are there any corrections to the minutes?”**



Helpful Questions

- Unfinished business on the agenda is: (pg. 15)
 - Another name for old business
 - Items on the agenda at the last meeting that were not reached before adjourning
 - Items of business that have been discussed in the past



Helpful Questions

- What do you say to properly make a motion?
(pg. 20)
 - I'd like to make a motion
 - I motion that...
 - I move that...



Helpful Questions

- A second means: (pg. 21)
 - The seconder agrees with the motion
 - The seconder wants the motion to be considered
 - The seconder does not want the motion to be defeated



Helpful Questions

- What are the two duties of the chair related to stating a motion? (pg. 22)
 - Deciding who can speak on the motion and who can vote
 - Determining that the motion is in order and that it is clearly phrased
 - Making sure there is a second and that the motion is on the floor



Helpful Questions

- What does the chair say when it appears no one else seeks recognition to speak? (pg. 24)
 - It's time to vote now or I'm going to take the vote now
 - The decision is that we will....
 - Are you ready for the question
 - It is time to call for the vote



Helpful Questions

- How many times may a member speak in debate on any debatable motion on the same day? (pg. 29)
 - No limits
 - Three times
 - Two times



Helpful Questions

- If you want to put off taking a vote on a motion, you can: (pg. 53)
 - Make a brand-new motion on another topic
 - Choose a committee to decide on the motion
 - Make a motion to postpone to a certain time
 - Motion to Table the topic

(See next slide)



Officer Training

Helpful Questions

- How long can a motion be postponed? (pg. 54)
 - Until the next regular meeting held by the third month following the present month
 - Until the next regular meeting or the one following as long as it is within six months
 - Only until the end of the current meeting
 - Until the day proposed in the meeting



Helpful Questions

- What are the two types of committees? (pg. 54)
 - Standing and special
 - Ad hoc and task force
 - Reporting and studying



Helpful Questions

- What is a plurality vote? (pg. 66)
 - Half plus one of the members voting
 - The largest number of votes when there are three or more alternatives
 - The result of any vote
 - **Section 3.090**



Helpful Questions

- How does a member call attention to the chair when a rule is being violated? (pg. 90)
 - Stand, interrupt if necessary, and call out, “Point of order”
 - Stand, be recognized by the chair, and state, “Point of order”
 - Remain seated and call out, “Point of order”



Helpful Questions

- How is a debatable appeal handled? (pg. 90)
 - The chair may speak twice in debate, but members may only speak once
 - The chair may not speak and members may speak twice in debate
 - The chair and the members may both speak twice

I say ER, but it can also be the Chair of any committee



Helpful Questions

- How does a member ask a question about the rules and how they apply? (pg. 94)
 - Make a request for information
 - Make a parliamentary inquiry
 - Make a point of order



Rules of Governing

- Place the rules governing an assembly in order from highest to lowest, with the highest first and the lowest last. (pg. 84)
 - Law
 - Corporate Charter
 - Bylaws or Constitution (Both Statutes and Lodge)
 - Special rules of order (e.g. Limit time of debate)
 - Parliamentary authority (Going to RONR)
 - Standing Rules (e.g. Where Initiated members sit)
 - Custom (singing God Bless America)



Statutes - Appendix 1

APPENDIX I

VOTING REQUIREMENTS GUIDE

Unless specifically provided for in the Constitution and Laws of the Order, the current version of Robert's Rules of Order, Newly Revised, shall prevail.

A. SIMPLE MAJORITY — BY VOTING SIGN OF AN ELK

(One more than half of those voting required)

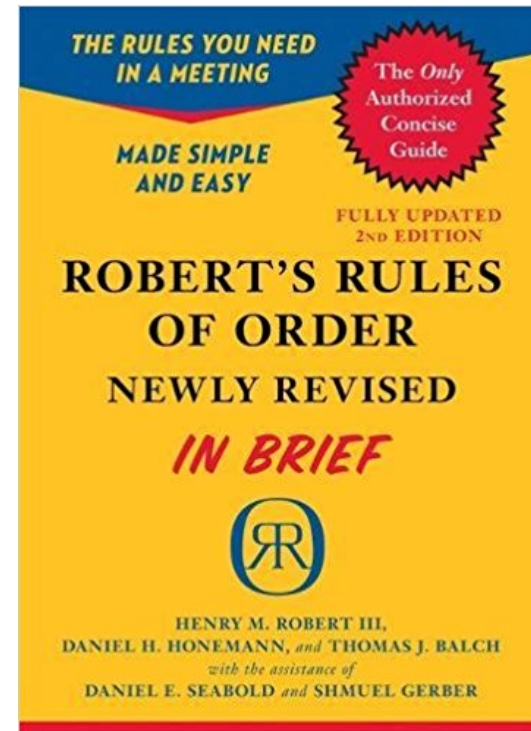
1. Selection of an Auditor [Section 13.040]
2. Bills against the Lodge [Section 12.060]
3. Approval of Lodge Budget [Section 12.070]
4. Listing of Lodge Real Estate for sale and/or entering into any sales contract, after compliance with GLS 16.050 [Section 12.070]
5. Approval of Club Management Budget [Section 16.040]
6. Application for reinstatement made by Member within 60 days after being dropped for nonpayment of dues [Section 14.180]



\$5.00

STUDY GUIDE

<https://texaselks.org/NAP>



Officer Training

Contact Me

Jon Perry

jon@jonperry.biz

817.825.7185



Officer Training