



Robert's Rules of Order

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Robert's Rules of Order is the standard for facilitating our chapter and state meetings. Robert's Rules will help meetings run smoothly, especially, if there is a critical or debatable piece of business that needs a resolution. It allows for an organized discussion to take place without interruption from other meeting members. These rules should be utilized for every official chapter meeting and be a standard for the membership to expect and feel comfortable using at the State General Session.

As a director and chapter, take time to study and familiarize yourself with Robert's Rules. The following pages will help you and your chapter understand the workings of Robert's Rules and help facilitate a professional led meeting.

Robert's Rules of Order

As a director and chapter, take time to study and familiarize yourself with Robert's Rules. Here are some basic elements used by our association:

Motion: Is used to introduce a new piece of business or propose a decision or action. A motion must be made by a voting member and seconded by another voting member.

A motion is followed by a group discussion with each member wanting to make a point taking a turn on the floor. In order to pass, a motion needs a majority vote.

Amend: When a motion is under discussion and it needs to be altered or changed, a voting member can make a follow up motion to amend the motion on the floor. An amendment must be seconded by another voting member.

After which, the original motion and amendment must be restated and voted on.

Terms of Roberts Rules

Request Information: If a voting member requires information from the member making the motion, they ask for a Point of Information. This action does not require a second or a vote.

Table: When a motion, discussion, or piece of business needs further study or discussion before being voted on, it can be “Tabled” by a voting member. Tabling requires a seconded by another voting member and a majority vote.

When a member asks for an item of “tabled”, he/she should give a timeframe for reference.

Commit: Commit is used to place a motion into a committee. It must be offered by a voting member, seconded by another voting member, and requires a majority vote. The committee may be an existing one or may need to be formed by the president.

The committee is required to build a report on the motion to be given to the members at a later date (*preferably the next meeting*).

Terms of Roberts Rules

Postpone This is used to kill a motion. It must be proposed and seconded by voting

Indefinitely: members and requires a majority vote. If passed, the motion cannot be brought up at that meeting. It may be offered again at a later dated meeting.

Question: To end a debate on a motion, a voting member can “Call for the Question”. This must be seconded by another voting member and then voted on with a 2/3rd’s majority to pass.

If a “question” is passed, the motion must be voted on immediately with no further discussion or amendments.

Point of Order: If there is an objection to a procedure or a discussion is off topic an voting member may call for a Point of Order to the chair or president to bring the item back on topic or proper procedure. This action does not need a second or a vote.

Terms of Roberts Rules

Appeal a Chair Decision: If a voting member does not agree with a ruling by the president or chair, he/she may appeal it with a voting member second and a majority vote.

Suspend Rules: If there is an item that a voting member wishes to discuss that is not on or out of schedule, he/she can move to Suspend Rules and Consider the item. This must have a second by another voting member and requires a 2/3rds vote to pass.

Division of the House: If a voice vote is very close and a voting member needs an accurate count, he/ she can call for a “Division of the House” for a physical count of the vote. This action does not require a second or a vote.

Point of Privilege: If a voting member needs to complain about the noise or room condition he/she may call for a Point of Privilege. No second or vote is required.

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Recess a Meeting: To take break during a meeting a voting member can call for a “recess”. It must be seconded by another voting member and have a majority vote to pass. A time frame of the recess should be giving at the time this motion is made.

Adjourn Meeting: To officially end a meeting, a voting member must move to adjourn it. This action must be seconded and have a majority vote.

To Introduce a Motion:

1. Stand when no one has the floor
2. Address the Director or President by title
3. Wait until the Director or President recognizes you.
4. Proceed by saying “ I move that...*state your motion* “ and sit down
5. Another voting member must second your motion

A second merely implies that a second member agrees that the motion should come before the assembly.

6. If there is no second, the Director or President will say, “The motion is not before the assembly at this time.” The motion will not have a discussion or a vote at this time.

The motion will have to be reintroduced at later dated meeting.

7. If there is a second, the director or president will call for a discussion, and discussion on the motion will take place

Debate or Discussion of a Motion on the Floor:

The member who made the motion is entitled to speak first.

Every member has the right to speak in the debate. A member should raise their hand and wait to be recognized by the Director or President.

The discussion should be related to the pending motion.

A member is allowed to speak a second time in the discussion with the assembly's permission.

If a motion is to be amended, it is at this time that a voting member can ask for an amendment.

Amending a Motion on the Floor:

Any main motion or resolution may be amended by a voting member.

Amendments are made after the main motion is seconded and the Director or President opens the main motion to discussion

Motions are amended by:

1. Adding the amendment at the end of the motion.
2. Striking out a word or words of the motion.
3. Inserting a word or words into the motion.
4. Substitutions of a word or words of the amendment.

A voting member must “move” to amend the main motion by stating “I move to amend the motion by.... This action must have second by another voting member.

The Director or President repeats the amendment and then calls for discussion of the amendment.

There can be amendments to an amendment. This process follows the above steps.

Once the amendment is finalized the amendment is called to a vote by the Director or President.

Voting on a Motion on the Floor:

When a motion has been discussed and a final draft (*amended*) has been formed, it is fully repeated by the originator of the motion or Director / President.

The Director or President will call for a vote by saying "Those in favor of the motion that... (*repeat the motion*)... say 'aye'. Those opposed say 'nay'".

Only voting members of the chapter are allowed to vote

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Votes are counted by the Director, President, or Treasurer and the motion is announced as "carried" or "lost"

A majority vote is 51% or more. A tie vote is a "lost motion".

Some motions require a 66% or 2/3 vote.

If a member is in doubt about the results, he/she may call for a "Division of the House". At this point a standing vote will be counted by the Director, President, or Treasurer.

To Do This	You Say This	Interrupt Speaker	2nd	Debatable Motion	Amendable	Vote Required
Introduce New Business	I make a motion...	No	Yes	Yes	Yes	Majority
Request Information	Point of information	Yes	No	No	Yes	No Vote
End Debate	I move to the previous question	No	Yes	No	Yes	2/3 Vote
Amend a Motion	I move that this motion be amended by...	No	Yes	Yes	Yes	Majority
Have an Item Studied Further	I move we refer this matter to committee	No	Yes	Yes	Yes	Majority
Postpone Consideration of Something	I move we postpone this matter until...	No	Yes	Yes	Yes	Majority
Table a Motion	I move to table this motion.	No	Yes	No	No	Majority
Take Up a Matter Already Tabled	I move that we take from the table...	No	Yes	Yes	No	Majority

To Do This	You Say This	Interrupt Speaker	2nd	Debatable Motion	Amendable	Vote Required
Reconsider Something Already Disposed Of	I move we reconsider our action relative to...	Yes	Yes	Yes	No	Majority
Consider Something Already Out of its Schedule	I move we suspend the rules and consider...	No	Yes	No	No	2/3 Vote
Object to Procedure or Personal Affront	Point of Order	Yes	No	No	No	No Vote / Chair Decides
Ask for Actual Count to Verify Voice Vote	I call for a division of the house	No	No	No	Yes	No Vote
Object Consideration of undiplomatic Vote	I object to consideration of this question	Yes	No	No	No	2/3 Vote
Vote on Ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Yes	Majority
Complain About Noise or Room Conditions	Point of Privilege	Yes	No	No	No	No Vote
Recess Meeting	I move we recess until...	No	Yes	No	Yes	Majority
Adjourn Meeting	I move that we adjourn	No	Yes	No	Yes	Majority