

At the 2014 Annual Assembly, the Midwest Region adopted Roberts Rules of Order as the basic framework within which business meetings will be conducted. It is, therefore, important that business meeting participants have a basic understanding as to what this means and how the process works.

Why Roberts Rules of Order

- Provides common procedures for discussion in order to place the membership on the same footing, speaking the same language when discussing matters pertaining to the region
- All business is controlled by the general will of the whole membership
- Provides the rights of a strong minority to require the majority deliberate, to act according to its considered judgment AFTER a full and fair “working through” of the issues at hand; all perspectives are brought up for consideration in order for a group conscience to be decided
- Under no circumstances should “undue strictness” be allowed to intimidate members or limit full participation
- Maintains an environment of politeness and respect for all

Basic Process

- Obtain the floor
 - Interrupting others (ie, cross talk) is not allowed
 - Ask the Chairperson to be recognized
 - Must be recognized by the Chairperson before you can begin speaking
- Motions may be considered regarding regional business and processes. No motion is discussed until it is seconded.
 - If at all practical, motions should be submitted to the chairperson/secretary in writing prior to any meeting along with any helpful supporting information regarding the motion.
 - Allows thoughtful, informed discussion and decisions to be made by group conscience
 - Helps to avoid lengthy commentary occurring during the actual business meeting itself
 - A second of a motion allows discussion to occur; it does NOT signify approval
 - A motion without a second “dies” and no discussion or voting is entertained
 - A motion no longer belongs to the maker of the motion once it is brought to the voting membership
- Chairperson restates the motion
 - “It is moved and seconded that ...”
 - Intent is to provide clarity
- Discussion occurs with possible amendments made to the motion.
 - Individual who made the motion starts the discussion
 - Amendments may be offered; “I move to amend the motion by ...”
 - If the amendment to the motion is not seconded, it “dies”
 - If seconded, the amended portion of the motion is open for discussion and then voted on. If rejected, the amendment “dies” and reverts back to the original motion. If approved, the entire question is restated for a vote or further discussion
 - A “friendly” amendment requests that a change be made before there is any voting or further discussion of the motion as presented
 - The maker of the motion may agree or not agree with the change (applies ONLY to “friendly” amendments)
 - If rejected by the motion maker, the one making the “friendly” amendment may present it as a regular amendment or withdraw the amendment
 - If accepted by the motion maker, the motion is modified to the new wording
 - No voting member may speak twice to the same issue until everyone else wishing to speak has spoken one time. Two or three Pro with a like number of Con speakers recognized by chair is often sufficient discussion prior to vote.
 - “Points of interest” and “Points of clarification” may be offered with permission of the Chairperson (information or question not opinion pro or con)
 - Remarks are to be courteous in language, avoiding all personalities and never alluding to others by name or motive
 - Every amendment to the motion is considered separately
 - If there are no points of discussion or further amendments, the Chairperson moves directly to the vote
- The Chairperson closes discussion and restates the question/asks for a vote
 - Motion is repeated word for word
 - All members of the body with voting privileges are given the opportunity to vote, giving a “yes”, “no” or “abstain” reply
- Chairperson announces the result of the vote with the results to be recorded in official Midwest Region Minutes