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Robert's Rules Of Order SparkCharts

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INTRODUCTION

Robert's Rules of Order is a book that explains the proper procedure for conducting meetings. It is the most widely used book of its kind in the United States. It is a book that has been found in many homes, schools, and businesses. It is a book that has been found in many homes, schools, and businesses. It is a book that has been found in many homes, schools, and businesses.

EVOLUTION OF PARLIAMENTARY PROCEDURE

In early 19th-century England, government officials created procedures for their legislative bodies to their delight and thereby gave the system during the 18th century, parliament developed its own procedures for the purpose of discussion.

The rules and procedures governing legislative bodies, commonly called **parliamentary law**, changed from England's Parliament, when English colonies across America, they produced their own rules, eventually of one subject at a time, alternating parliamentarian-style points of order, and changing them to the needs of the political situation.

The English parliamentary law would have great influence on the newly formed government of the United States. In 1787, the **Constitution** was adopted, and a Manual of Parliamentary Procedure for the use of the Senate of the United States. The manual was the first official parliamentary procedure designed especially for government use.

In 1877, Luther Cutting, then of the Massachusetts House of Representatives, published *Cutting's Manual*, which attempted to develop a book for ordinary legislative bodies. Cutting's idea that each organization should develop its own rules or order procedure to its procedure in practice.

In 1878, army officer **Henry M. Robert** wrote a 700-page volume of rules for ordinary legislative bodies called the **Manual of Rules of Order for Parliamentary Assemblies**. His publication drew the title to **Robert's Rules of Order**.

In 1915, Robert published **Robert's Rules of Order Revised**, which incorporated, expanded, and clarified his earlier edition. Subsequent revisions followed: **Robert's Rules of Order Newly Revised** (first published in 1933, appeared in its most recent 100th edition in 2000).

BASIC UNDERLYING PRINCIPLES

1. A quorum must be present to take legal action. A quorum is the minimum number of members who must be present to conduct business legally.

2. All members are equal. Each member of an organization has equal rights; no member's vote counts more than another's.

3. Members bring business before an assembly in the form of a motion. A motion is a formal proposal of business.

4. Only one formal proposal to take certain action may be under consideration at a time. Members may consider only one main motion, or a **main motion**, at a time. Members seeking to make **amendments** (changes) to their own or a main motion will be handled, must make them before adopting, rejecting, or disposing of the main motion.

5. This vote membership have the floor at a time. When a member has been assigned the floor, it gives the right to speak, unless another member may not interrupt.

6. That debate is allowed on all questions, unless the rules say otherwise. Members may debate fully each one presented, unless a special assembly motion, however, and the opposite.

7. The time, participation, is always what is under control. Members should control their comments in the way about the governing question and should not make unwarranted comments about other members or their motion.

8. The organization's government controls the individual. The organization's members have the right to make a motion; they cannot make a decision. Only the organization makes a decision through its voting structure.

9. A majority vote decides, unless a larger vote is required. A majority vote—the affirmative vote of more than half of those members present and voting—decides most questions. Certain motions that affect basic rights of members and changes to governing rules of the assembly usually require a **two-thirds vote** for adoption. Two-thirds is defined as at least two-thirds voting members in favor as approved.

10. There are three consent. A member who does not vote against a motion in the affirmative does not vote against it. A member who does not vote in the affirmative does not vote in the affirmative.

11. There are no assembly decisions a question, that question will come before before the assembly in the same form. Members cannot ask the assembly to change the same form that has been in the same decision unless they amend, rescind, or reconsider the assembly adopted question.

THE DELIBERATIVE ASSEMBLY

1. A deliberative assembly is an independent or self-governing group of people meeting to deliberate on public and representative matters of action to take in the public interest.

2. Characteristics

- Assembly of an organized society.** It is a group of a club, defined as international society. Participation is limited to those who are in the membership rolls or voting members.
- Legislative body.** It is constitutionally established governing body of an organization or the national, state, or local level, chosen by the electorate for a certain term of office.
- Board or administrative or managerial body of appointed or elected people.** It is the organization's superior governing body or may be subordinate to the general membership.
- Open meeting.** It is a meeting of an organization group with the government interest—superior bodies or problem. A series of laws, meetings may be held to regulate a permanent society. Executive also attends the meeting and is in agreement with the interest membership the right to participate.
- Consentive.** An assembly of delegates chosen to represent constituent subdivisions. No one session, delegates who could propose amendments and attend to participate.

3. Activities

- Meeting.** It is a group of members of members in one room or area of public business for a length of time with no interruption except for a short recess. Members do not separate during a meeting.
- Session.** A session may be a single meeting or a series of connected meetings with a single order of business, agenda, program or topic (same meeting meeting continued from one of the permanent sessions of all the previous meetings).
- Types of meetings**
 - Regular.** A periodic business meeting of a permanent society held on a definite basis.
 - Special.** An assembly business meeting held on a definite time that regularly scheduled meetings, continuing only for the specific business mentioned in the call to the meeting.
 - Adjunct.** In continuation of the company providing regular or special meeting.
 - Amend.** A meeting organized to amend reports of officers and committees, read minutes, or take special actions (provisions in the bylaws).
 - Executive session.** Any meeting or portion of a meeting in which proceedings are secret.

4. Members

Members of a deliberative assembly have the right to:

- Attend meetings
- Speak in meetings
- Vote
- Propose and vote on motions
- Hold office

5. Members have the duty and responsibility to:

- Obey the rules
- Follow the orders of the society
- Keep an attendance of the rules
- Public program duties and properly executed

6. Rules of the Assembly

Every organization is subject to local, state, and national laws. When each assembly, its rules that establish its structure and govern its operation. The hierarchy for these rules is as follows:

- Corporate charter.** A legal instrument, granted by state or federal law, that is used to incorporate an organization. Alternatively, a charter may be a certificate that a national or state organization requires to grant a group the right to form a local or subordinate organization. This form of charter is not an instrument of incorporation.
- Constitution.** A document defining the primary character, goals of the organization. Usually, the board is to have these rules contained in one document called the **bylaws**.
- Bylaws.** A document that defines how an organization functions. It includes all the rules that deal to their operation, and may include a change, **minutes**, and **agenda**.
- Adopted by majority vote.**
- Superseded only if they act in the nature of rules of order or if they take for their own suspension.**

7. Structure of Bylaws

Bylaws are divided into the following articles:

- Name.** The assembly's name, full, exact, and properly qualified.
- Purpose.** The assembly's purpose, expressed concisely in a single sentence, with phrase in limited subject rights off set by restriction.
- Members.** Those who have the right to participate fully in the assembly's deliberations include:
 - Options of members: regular, officers, standing, and all with rights and functions defined.
 - Qualifications or eligibility for membership.
 - Reserved duty and honor, the schedule by which they should be paid and provision about when membership will be terminated for nonpayment of dues and fees.
 - Resignation.
- Officers.** The structure of the assembly's officers, including:
 - Order of rank: usually president, vice president, secretary, treasurer, etc.
 - Term
 - Method of nomination
 - Method of election
 - Term of office and when a commissioner
 - Term temporary
 - Method for filling vacancies

RULES BY ORDER

The assembly's **rules of order** come from the assembly's prior parliamentary authority. **Special rules of order** are any action requests or parliamentary procedure that require the organization's authority, special rules of order are:

- Adopted or amended by two-thirds vote** with previous notice or a majority vote of the entire membership.
- Rescinded or suspended by two-thirds vote**, unless providing otherwise in its own constitution.
- Other rules regarding fundamental principles of parliamentary law** (including any question on a time, your standing agreement, or such as **basic rights of membership**, e.g., who regarding questions cannot be interrupted).

STANDING RULES

Standing rules are rules relating to administrative rather than to parliamentary procedure (e.g., a rule requiring members to wear business-casual attire):

- Adopted** by majority vote.
- Amended** either by two-thirds vote without previous notice or majority vote with previous notice.
- Rescinded** by majority vote.



Synopsis

SparkCharts®: The information you need—concisely, conveniently, and accurately. Created by Harvard students for students everywhere, these study companions and reference tools cover a wide range of college and graduate school subjects, from Business and Computer Programming to Medicine, Law, and Languages. They'll give you what it takes to find success in school and beyond. Outlines and summaries cover key points, while diagrams and tables make difficult concepts easier to grasp. This six-page chart covers: Introduction to parliamentary procedure The deliberative assembly Motions Officers Minutes and standard order of business Committees Boards Mass meetings Conventions Amending bylaws Disciplinary proceedings Glossary of terms

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Customer Reviews

Procedural questions and challenges come up frequently at my organization's meetings. I can see this chart being very useful as an immediate reference that I can easily carry with me. The only thing I can't find is a definitive statement of what version of RR this is based on, that would be very helpful. Since there is a bullet noting the 10th edition as the most recent, I'm guessing this is based on the 10th version. The 11th edition is actually the latest version but I have a differences chart for 10 and 11, so this still works for me.

Bought these for all the members of the not-for-profit board I sit on - very handy reference to slip into the Board Binders, and was a great tool to walk them through some of the more intricate details of

Robert's Rules. Very well made and durable, and you can even write on them with a dry erase marker!

I gave this to all of the bod upon my installation as president. It will be a useful tool for use during our meetings

I have appreciated the condensed version.

Just what I was looking for. Plenty of information at your fingertips. Worth the money. Type is very small but it has to be. Not going to use this at meeting but review what you need and be informed.

Durable, well organized, helpful in fulfilling my needs, convenient to have on podium for fast referencing. I bought 2 copies to 'gift' to friends for their benefit.

Type is so small. Who can read it? Who's going to get out a magnifying glass in the middle of a meeting, where light isn't always optimal, anyway, and squint your eyes and optically scroll down to find the specific needed point. When you need an answer, you need it right away. Maybe if you really study this chart ahead of time and know exactly what is on it and where it is on it, then you'll know where to look to justify a cause of action. However, this is a chart, not the real Roberts' Rules. So it might not be trusted as an authoritative source. I'd just get the book. I've never used this in a meeting, but I have used the book . . . the updated and readable one. It's surprising how clear and well-written the new versions of the real book actually are. Much better than a page like this one.

After, sixty-years I need this clear statement on the various classes of motions, etc. Will use it as a reference in the next year or so. A very good overview.

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