



UTAH ASSOCIATION OF
PUBLIC CHARTER SCHOOLS

Robert's Rules of Order

**Using Parliamentary Procedure in
Charter School Board Meetings**

Why Use Robert's Rules?

- Time-tested method of conducting business in meetings
 - Provide structure for meaningful discussion
 - Clarify decisions and decision making process
 - Help provide fixed order of business
- Help maintain decorum and civility when facing difficult decisions
 - Keep meetings efficient and cost-effective

Robert's Rules Fixed Order of Business

General rules provide a structure that charter schools can follow in order to set the agenda.

Robert's Rules	Charter School Board Agenda
Call to Order	Welcome
Roll Call	Roll Call-list members present/absent
Reading of Minutes	Reading and accepting minutes
Officer's Report	Director/Principal's Report
Committee Reports	Committee Reports (including PTO report, finance, executive, governance, et.)
Special Orders-business specifically designated for consideration Unfinished business New Business	Meeting decisions (budget approvals, budget review, student performance, policy update, charter updates, by-laws updates, contract approvals, etc.)
Announcements	Announcements (upcoming events, schedule changes, next meeting, etc.)
Adjournment	Adjournment

Robert's Rules Basics

- You must have a quorum present for business to be done.
- The Chair runs the meeting.
- It is acceptable on small boards to have discussion prior to proposing a motion.
- Discussion is not a conversation but follows these rules:
 - Speaker must be recognized by the chair before speaking.
 - No one can speak a second time unless anyone who wishes has spoken once.
 - Interrupting is not allowed.
 - Be courteous and respectful—no personal remarks, insults, or irrelevant comments.
- Decision of the majority is the decision of the board as a whole.

Robert's Rules-Motions

- Motions are the proposals that you suggest.
- The person who suggests the proposal is the “maker” of the motion.
- To make a motion, say “I move...” For example, “I move to adopt the budget as proposed.” OR “I move to accept the new dress code policy.”
- Someone “seconds” the motion-this allows the board to consider the motion for a resolution (typically a vote). Without a second, the motion is dropped.
- At this point, the board discusses the motion—no other business is discussed until the motion is resolved (typically by a vote).
- When discussion is completed, the board chair will call for a vote on the motion.
- It is helpful if the chair clearly restates the motion.
- The chair states whether the motion has passed or failed.

Robert's Rules-Other Common Motions

- Amend—when a change to the original motion is requested—i.e. inserting/striking words from policy, modifying dates, etc. Chair should clearly restate the amendments and vote on changes before any other vote.
- Refer to Committee—when more information is requested or item needs to be discussed in greater detail, it is often more appropriately done in committee
- Postpone Indefinitely—kills the motion for the session unless someone motions to reconsider later in the session.
- Table a motion—not an official Robert's Rules term, but used universally to postpone further consideration of a motion rather than vote on it.

Robert's Rules- Helpful Rules

- Point of Information—if you need clarification on what the specific motion is and what a “yes” or “no” vote means. Say “Point of Information” and ask your question.
- Call the Question—if the discussion is going on and on, you can “call the question” which forces the board to decide to continue debating or to vote on the motion. It requires two-thirds of the board vote to cease debate and vote on the motion.
- Orders of the Day—If the group gets off topic, you can call for “orders of the day” which is a call to return to the agenda items as presented.

Robert's Rules-Additional Thoughts

- Check your board by-laws—they may have additional rules on running board meetings.
- If you, as a board member, have a conflict of interest on a particular voting item, you can abstain from the vote. Your name will be listed as “abstained” in minutes on the voting outcome.
- The Chair should be well-versed on Robert's Rules and good training provided to new board members to help meetings run smoothly.
- If someone makes a mistake, the chair or another member may raise a “point of order” to correct the mistake and make sure protocol is followed, but in the smaller board meetings, a quick correction by the Chair is usually sufficient.

Resources

- YOU! Your board decides how formally or informally you apply Robert's Rules. Do what keeps order and is understandable for your entire board.
- UAPCS Resource Library
- *Robert's Rules of Order* (several book options available online)
- www.robertsrules.org
- www.rulesonline.com
- www.jurassicparliament.com
- UAPCS Staff
 - Gina James gina@utahcharters.org
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