

Index

• A •

- absentee member, protecting rights of, 50–51
- absentee voting, 110–115
- abstaining from voting, 102–103, 279
- accepting report, 293
- access to records, 260–261
- action recommendations in
 - committee report, 258–259, 260
- addressing
 - presiding officer, 41, 80, 98
 - special orders, 60
- Adjourn motion, 154–156
- adjourn sine die motion, 156
- adjourned meeting, 37, 155, 157
- adjournment
 - of committee meeting, 249
 - definition of, 34
 - in order of business, 65
 - without motion, 154–155
- Adopt motion, 77
- adopting report, 293
- agenda for meeting
 - including with notice, 47
 - overview of, 40, 63
 - protocol for, 63–65
 - special meeting and, 49
- Amend motion
 - as debatable, 87
 - overview of, 125–126
 - as subsidiary, 120, 121
- Amend Something Previously Adopted motion
 - continuing breach of rules and, 164
 - as debatable, 88
 - overview of, 197–200
- amendment
 - of bylaws, 27–30
 - forms of, 128
 - friendly, offering, 292
 - by inserting or adding word, sentence, or paragraph, 128–129
 - relevance of, 127
 - by striking out and inserting words, 131
 - by striking out word, sentence, or paragraph, 129–131
 - by substitution, 131–132
- amendment article in bylaws, 26
- American Institute of Parliamentarians, 6
- announcements, 65
- annual meeting, 37–38
- appeal, handling, 92
- Appeal motion
 - as debatable, 88
 - overview of, 165–167
- appointing committee member, methods of, 225–228, 245
- approving minutes
 - dispensing with minutes and, 294
 - motions and, 282
 - in order of business, 57–58, 254–255
- articles in bylaws
 - amending, 29–30
 - overview of, 24–26
- assuming motion, 169, 171
- Auditing Committee, 242
- author Web site, 5

• B •

- ballot
 - counting, 109, 224
 - election by, 220–222, 224
 - by mail, 224
 - nominations by, 216
 - voting by, 107
- blank vote, 109
- board. *See* executive board
- bonding treasurer, 237
- brainstorming, 74
- business. *See also* meetings; order of business
 - conducting, 38–40
 - unfinished, 60–61, 279–280

bylaws

- amending, 27–30
- appointing committee member by
 - definition in, 228, 246
- completeness of, 26–27
- conflict with, 22–23
- content of, 24–26
- definition of, 19
- distribution of, 24
- interpreting, 30–32
- origins of, 23
- publishing, 32
- rank of, 20
- requirements for, 21
- special meetings and, 36
- suspension of, 22, 169–170
- voting methods and, 104

● C ●

Call for Orders of the Day motion,
148–149

call of the meeting, 47

call to order, 63

called meeting, 36–37

calling

- member to order, 271
- motion to reconsider, 194
- question, 290–291

candidate, contacting, 214

card, voting by, 105

chair. *See* presiding officer

changing vote, 103

chaplain, 239

charges, 267

charter

- definition of, 18
- rank of, 19–20
- requirements for, 21

citation of member, 267

closing

- debate, 92–93
- floor nominations before balloting, 221
- nominations, 181, 210–211, 280
- nominations before balloting, 220–221
- polls, 108, 179

Commit motion

as debatable, 87

overview of, 132–134

as subsidiary, 121

committee. *See also* specific committees

adjourning meeting of, 249

appointing member, methods of,
225–228, 245

appointing, methods of, 225–228, 245

approval of minutes by, 58

auditing type, 242

delegating authority to, 134

Discharge a Committee motion and,
88, 200–202

finance and budget type, 243

to investigate charges against
member, 266–267

member participation on, 248–249

membership type, 243

motion to commit and, 132

nominations by, 211–216

ordinary type, 242

participating in as member, 248–249

presiding over as chair, 248

Reconsider motion and, 196

relaxing rules in, 43–44

reports of, 258–259, 260

resolutions type, 59

selecting members for, 246–247

special, accepting reports from,
59–60

standing, reports of, 59

use of, 285–286

voting in, 44

work of, 241

committee of the whole, 43, 242

committees article in bylaws, 25

compromising on dark horse

candidate, 217

conditions for amending bylaws,
setting, 27–28

conducting

ballot vote, 108

business, 38–40

election, 220

consent calendar, 64

consent, unanimous, 104, 285

Consider as a Whole motion, 176
 Consider by Paragraph (Consider Seriatim) motion, 175–177
 constitution, 23
 continuing breach of rules, 164–165
 continuing current meeting as adjourned meeting, 155, 157
 corrections to minutes, 252
 counted vote, 106
 counting ballots, 109, 224
 cumulative voting, 117
 curator, 239
 custom, 19, 20

• D •

dark horse candidate, compromising on, 217
 debatable motion immediately pending, assigning floor when, 90–91
 debate
 appeal, handling, 92
 assigning floor in, 89–91
 closing, 92–93
 decorum for, 97–99
 limitations on, 94–96
 member role in, 93–97
 on motion, 82
 on motion being reconsidered, 196
 motions not requiring, 86–87
 motions requiring, 87–88
 presiding officer as refraining from, 92
 recognizing member in, 91
 rules for, 86
 starting, 88–89
 stopping and voting immediately, 139–142
 delegating authority to committee, 134
 deliberative assembly. *See also* meetings
 description of, 13, 33–35
 rules, adoption of, 18
 types of, 35
 destroying ballots, 110
 dilatory motion, 99

director, 238
 Discharge a Committee motion
 as debatable, 88
 overview of, 200–202
 disciplining member, 265–266
 discussion without motion, 93
 dispensing with reading of minutes, 294
 disposing of main motion, 119–121
 Division of the Assembly motion, 177–178
 Division of the Question motion, 173–175
 doorkeeper, 238
 duties
 of presiding officer, 231–232, 233–234
 of secretary, 236
 of treasurer, 237
 of vice-president, 235

• E •

ejecting person from meeting, 270
 election. *See also* vote; voting
 appointment to committee by, 245
 by ballot, 220–222, 224
 of committee members, 227
 conducting, 220
 incomplete, 225, 281
 by roll call, 223
 run-off, 217, 219, 224
 by voice vote, 222–223
 e-mail, giving meeting notice by, 46
 executive board
 directors of, 238
 Executive Committee and, 244
 relaxing rules in, 43–44
 report of, 59, 257
 executive board article in bylaws, 25
 Executive Committee
 appointment of, 228
 composition and power of, 25
 executive board and, 244
 executive director, 239
 executive session
 description of, 38
 secrecy of, 266

ex-officio member, 282
 explaining vote, 103
 Extend Limits of Debate motion
 overview of, 137–139
 as subsidiary, 121
 use of, 96

• F •

fairness of trial, considerations for, 268
 falling to floor, motion as, 81
 fidelity bond, obtaining, 237
 Finance and Budget Committee, 243
 findings of cause, reporting, 267
 Fix the Time to Which to Adjourn motion, 155, 156–158
 floor
 assigning in debate, 89–91
 nominations from, 208–211, 221
 only one question on at a time principle, 276–277
 friendly amendment, 292

• G •

gaveling through, 92
 general orders, 60, 61
 good of the order, 64
 governance, definition of, 18
 guest speaker, 65

• H •

hands, voting by show of, 105
 hiring parliamentarian, 6
 historian, 239
 history of *Robert's Rules*, 10–11

• I •

“I so move,” 294–295
 illegal vote, 109
 impartiality of presiding officer in debate, 92, 211, 233, 286
 improper motion, 100
 incidental main motion, 76–78

incidental motion
 description of, 71, 72, 160
 incidental main motion compared to, 78
 uses of, 160–162
 incomplete election, 225, 281
 incorporated society, proxies in, 111, 112
 incumbent, considering for nomination, 213–214
 interpreting bylaws, 30–32
 interruptions during debate, 96–97
 investigating charges against member, 266–267
 issue, focusing on during debate, 98

• K •

knowing rules, 230–231, 283–284

• L •

Lay on the Table motion
 move to “table” and, 290
 overview of, 142–143
 as subsidiary, 121
 leadership skills
 chair, keeping, 287
 committees, using, 285–286
 cool, keeping, 287–288
 developing, 15
 impartiality, 286
 lectern, keeping, 287
 meeting, planning, 284
 parliamentarian, using, 288
 rules, knowing, 230–231, 283–284
 starting meeting on time, 284–285
 unanimous consent and, 285
 legislative body, 35
 librarian, 239
 Limit Debate motion
 overview of, 137–139
 as subsidiary, 78, 121
 use of, 96
 limitations on debate
 changing, 96
 overview of, 94–95

limiting
 ballot access to members, 108
 time of postponement, 135–136
 listening during debate, 98

• M

mail
 ballot by, 224
 nominations by, 217
 voting by, 112–115
 main motion
 basic rules for, 79
 description of, 69, 71, 72–73
 disposing of, 119–121
 examples of, 73–74
 form for, 75–76
 handling, steps for, 80–84
 incidental, 76–78
 original, 76
 purpose of, 74
 resolution as, 73
 seconding, 81
 writing out, 74–75
 maintaining order in meeting,
 270–272
 majority, definition of, 51
 majority rule, 14
 majority vote, 115, 116
 manager for trial, 267, 268
 meetings
 conducting, 38–40, 232–233
 definition of, 34
 empowerment at, 11–12
 giving notice of, 45–50
 maintaining order in, 270–272
 making meaningful, 9–10
 participating in as member, 40–41
 planning, 284
 presiding over as officer, 42
 relaxing rules at, 42–44
 starting on time, 284–285
 types of, 35–38
 meetings article in bylaws, 25
 member
 in debate, 93–97
 disciplining, 265–269

division of assembly demand by,
 177–178
 ex-officio, 282
 managing misbehavior, 271–272
 motion, making, 80–81
 nomination from floor by, 209–210
 objection to consideration of
 question by, 172
 seconding motion, 81
 silencing, 92
 membership
 limiting ballot access to, 108
 motion, debating, 82
 resignation from, 182
 sending ballots to, 113–115
 terminating, 272
 membership article in bylaws, 24
 Membership Committee, 243
 membership list, 261
 membership meeting, proxies in, 111
 minutes
 approving, 57–58, 254–255, 282, 294
 availability of, 260
 composing, 252–254
 corrections to, 252
 dispensing with reading of, 294
 publishing, 255
 signing, 254
 motion. *See also* amendment;
 question
 Adjourn, 154–156
 Adopt, 77
 Amend, 87, 120, 121, 126–127
 to amend bylaws, 28–29
 Amend Something Previously
 Adopted, 88, 164, 197–200
 Appeal, 88, 165–167
 appointment to committee by,
 226, 245
 to approve minutes, 57
 assuming, 169, 171
 Call for Orders of the Day, 148–149
 classifications of, 70–71
 Commit, 87, 121, 132–134
 Consider as a Whole, 176
 Consider by Paragraph, 175–177
 consideration of, 13

motion (*continued*)
 debatable, 87–88
 dilatatory, 99
 Discharge a Committee, 88, 200–202
 discussion without, 93
 Division of the Assembly, 177–178
 Division of the Question, 173–175
 Extend Limits of Debate, 96, 121,
 137–139
 Fix the Time to Which to Adjourn,
 155, 156–158
 improper, 100
 interruptions and, 97
 Lay on the Table, 121, 142–143, 290
 Limit Debate, 78, 96, 121, 137–139
 making, techniques for, 15, 294–295
 Object to the Consideration of the
 Question, 171–173
 overview of, 69–70
 Point of Order, 78, 162–165
 Postpone Indefinitely, 87, 121,
 123–125
 Postpone to a Certain Time (or
 Definitely), 87, 121, 134–136, 291
 Previous Question, 121, 139–142
 Ratify, 77
 to ratify action, 54
 Recess, 77, 152–154
 Reconsider and Enter on the
 Minutes, 154, 194–195
 Reconsider, 88, 192–197, 291–292
 Refer, 120, 121, 132–134
 Request to Be Excused from a Duty,
 88, 181–183
 Request to Read Papers, 186–187
 Request to Withdraw a Motion,
 186, 187
 Rescind, 88, 164, 197–200
 seconding, 278–279
 Suspend the Rules, 168–170, 203
 to “table,” 290, 291
 Table from the Table, 202–204
 undebatable, 86–87
 voting methods for, 104
 Motion Related to the Method of
 Voting, 178–180
 Motion Related to the Polls, 178–180
 Motions Related to Nominations,
 180–181

Motions Which Bring a Question
 Again Before the Assembly,
 190–191
 motive, questioning during debate, 98

• N •

naming offender, 271–272
 National Association of
 Parliamentarians, 1, 6
 new business, accepting, 61–62
 no question pending, assigning floor
 when, 89–90
 Nominating Committee
 candidate, contacting, 214
 consultations and, 214–215
 description of, 242
 finalizing list of candidates in, 214
 incumbent, considering, 213–214
 meetings of, 212–215
 report of, handling, 216
 reporting nominations, 215
 selecting, 211
 as standing committee, 59
 tasks of, 213
 nominations
 by ballot, 216
 by chair, 208
 closing, 220–221, 280
 by committee, 211–216
 of committee members, 227–228
 from floor, 208–211
 by mail, 217
 motions related to, 180–181
 by petition, 218
 suppressing, 210, 211
 types of, 207
 nonmember
 removing from meeting, 272
 serving as officer, 230, 281–282
 notice, giving. *See also* scope of
 notice
 of bylaw amendment, 28
 by e-mail, 46
 forms of, 49–50
 of meeting, 45
 quorum and, 39
 of regular meeting, 46–47
 of special meeting, 36, 47–48

• 0 •

object article in bylaws, 24
 Object to the Consideration of the
 Question motion, 171–173
 office
 closing floor nominations for before
 balloting for, 221
 resignation from, 182
 officers. *See also* presiding officer
 chaplain, 239
 curator, 239
 definition of, 238
 director, 238
 doorkeeper, 238
 executive director, 239
 historian, 239
 librarian, 239
 nonmember serving as, 230,
 281–282
 parliamentarian, 240, 278, 288
 president, 229–234
 removing, 264–265
 reports of, 58–59, 256–257
 requirement for to conduct meeting,
 39
 secretary, 235–236
 sergeant-at-arms, 238
 treasurer, 236–237
 vice-president, 235
 officers article in bylaws, 24–25
 open nominations
 appointment to committee by,
 227–228, 245
 from floor, 208–211
 opening
 nominations, 181, 208–209
 polls, 179
 trial, 268
 opening ceremonies, 64
 order of business
 minutes, approving, 57–58
 new business, accepting, 61–62
 reports, hearing, 58–60
 special orders, addressing, 60
 standard, 55–56
 unfinished business and general
 orders, 60–61

order of precedence
 of privileged motions, 147
 of subsidiary motions, 121–123
 order of the day
 description of, 60
 setting aside, 148–149
 ordinary committee, 242
 original main motion, 76–77

• p •

paperwork. *See* reports
 paragraph, consideration by, 175–177
 parliamentarian
 hiring, 6
 role of, 240, 278, 288
 parliamentary authority
 adoption of, 275–276
 in bylaws, 26
 presiding officer and, 230–231
 ranking of, 20
 Parliamentary Inquiry, 183–184
 parliamentary law
 benefits of understanding, 15
 description of, 12–13
 election by ballot and, 221
 principles of, 13–14
 parliamentary motion, 72. *See also*
 privileged motion; subsidiary
 motion
 parliamentary procedure
 definition of, 12
 informality of, 14, 39
 Robert's Rules and, 10
 participating
 in committee, 248–249
 in meeting, 40–41
 penalizing offender, 272
 pending motion, 126
 perfecting motion, 130
 petition, nominations by, 218
 planning meeting, 284
 plurality vote, 117
 Point of Information, requesting,
 184–185, 292
 Point of Order motion
 as incidental, 78
 overview of, 162–165

politeness, 98
 polls, motions related to, 178–180
 Postpone Indefinitely motion
 as debatable, 87
 overview of, 123–125
 as subsidiary, 121
 Postpone to a Certain Time (or
 Definitely) motion
 as debatable, 87
 motion to “table” and, 291
 overview of, 134–136
 as subsidiary, 121
 preamble, 73
 preferential voting, 114
 president. *See* presiding officer
 presiding officer (chair). *See also*
 leadership skills
 addressing, 41, 80
 addressing remarks through, 98
 adjournment and, 155
 announcement of results by, 83–84,
 110
 answer to parliamentary inquiry by,
 183
 appeal, handling, 92
 appealing (from) ruling of, 166–167
 appointment to committee by,
 226–227, 245
 assignment of floor in debate by,
 89–91
 challenging, 264
 choosing, 234
 of committee, 248
 division of assembly initiative by,
 178
 duties of, 231–232, 233–234
 giving up, 287
 impartiality of, 92, 211, 233, 286
 lectern, keeping, 287
 maintaining order in meeting,
 270–272
 meetings and, 42, 232–233
 motion, stating, 82
 nominations by, 208, 228, 246
 objection to consideration of
 motion by, 172–173
 overview of role of, 229–230
 parliamentarian and, 278, 288

 point of order and, 163–164
 preparation for role as, 230
 putting question to members, 83
 recognition, giving, 80, 91
 refraining from debate, 92
 removing, 264–265
 speaking through, 41
 starting debate, 88–89
 sustaining decision of, 267
 voting by, 108, 277–278
 Previous Question motion
 overview of, 139–142
 as subsidiary, 121
 primary amendment, 126, 130
 principles of interpretation, 31–32
 privileged motion
 description of, 71, 72, 77, 145–146
 order of precedence of, 121, 123
 ranking of, 146–148
 processing returned ballots, 115
 program, 65
 proxy, voting by, 110–112
 publishing
 bylaws, 32
 minutes, 255
 putting question
 to members, 83
 from place, 264



quarterly time interval, 195
 quasi-committee of the whole, 43, 242
 question
 calling, 290–291
 Motions Which Bring a Question
 Again Before the Assembly,
 190–191
 none pending, assigning floor when,
 89–90
 one on floor at a time principle,
 276–277
 putting from place, 264
 putting to members, 83
 question of privilege, 99, 150–152
 quorum
 absence of, dealing with, 52–53
 definition of, 49, 51

- emergency situation and, 53–54
 establishing, 51–52
 Fix the Time to Which to Adjourn
 motion and, 157
 giving notice and, 39
- **R** •
- Raise a Question of Privilege motion,
 150–152
 Ratify motion, 77
 readdressing issue, 14
 receiving report, 259, 293–294
 recess, definition of, 34
 Recess motion
 as incidental, 77
 overview of, 152–154
 recognition
 of member in debate, 91
 seeking, 94, 289–290
 waiting for before speaking, 41
 recommendations for action in
 committee reports, 258–259, 260
 Reconsider and Enter on the Minutes
 motion
 adjournment and, 154
 overview of, 194–195
 Reconsider motion
 as debatable, 88
 overview of, 192–197
 vote and, 291–292
 recording vote to amend bylaws, 30
 records, availability of, 260–261
 Refer motion
 overview of, 132–134
 as subsidiary, 120, 121
 regular meeting
 description of, 36
 giving notice of, 46–47
 relaxing rules at meeting, 42–44
 removing
 member from meeting, 271
 nonmember from meeting, 272
 officer, 264–265
 reports. *See also* minutes
 adopting or accepting, 293
 of committee, 258–259
 of executive board, 59, 257
 hearing, 58–60
 of officer, 58–59, 256–257
 overview of, 251
 receiving, 259, 293–294
 by treasurer, 255–256
 reporting
 findings of cause, 267
 list of nominees, 215
 vote count to chair, 109
 Request to be Excused from a Duty
 motion
 as debatable, 88
 overview of, 181–183
 Request to Read Papers motion,
 186–187
 Request to Withdraw a Motion,
 186, 187
 requesting
 Point of Information, 184–185, 292
 time extension in debate, 95
 Rescind motion
 as debatable, 88
 as incidental, 164
 overview of, 197–200
 reserving point of order, 164
 resignation, 182
 resolution, 73
 Resolutions Committee, 59
 restorative motion, 71
 revision to bylaws, 30
 rights
 of absentee member, protecting,
 50–51
 of group, 270
 rising to point of order, 163
 rising vote, 105–106
 Robert, Henry Martyn (author), 11,
 14, 100
Robert's Rules of Order Newly Revised
 editions of, 10
 overview of, 1, 2
 as parliamentary authority, 230–231
 roll call
 description of, 64
 election by, 223
 roll-call vote, 106–107

rules

- adoption of, 18
- agreement to, 17
- classification of, 18–19
- knowing, 230–231, 283–284
- ranking of, 19–20
- requirements for, 21
- rules of order
 - definition of, 19
 - rank of and requirements for, 21
- run-off election, 217, 219, 224

• S •

- scope of notice
 - amendment of bylaws and, 29, 30
 - amendment of something
 - previously adopted and, 198–199
 - secondary amendment, 126, 130
 - secondary motion, 71–72. *See also*
 - privileged motion; subsidiary motion
 - seconding main motion, 81, 278–279
 - secretary, 235–236. *See also* minutes
 - sergeant-at-arms, 238
 - session, definition of, 34
 - shareholder meeting, proxies in, 111
 - shouting out motion, 289–290
 - signing minutes, 254
 - silencing member, 92
 - speaking
 - second time in debate, 95
 - through chair, 41
 - waiting for recognition before, 41, 94
 - without recognition, 289–290
 - special committee
 - appointing, 247
 - description of, 242
 - examples of, 244–245
 - special meeting
 - description of, 36–37
 - giving notice of, 47–48
 - special rules of order
 - definition of, 19
 - to limit debate, 138

- rank of, 20
- requirements for, 21
- standing committee
 - appointing, 247
 - automatic referral of business to, 243
 - description of, 242
 - examples of, 242–243
- standing rules
 - definition of, 19
 - maintaining, 32
 - rank of, 20
 - requirements for, 21
 - suspension of, 170
- starting meeting on time, 284–285
- subsidiary motion
 - description of, 71, 72, 78
 - disposing of main motion and, 120–121
 - ranking, 121–123
- substitute motion, 130, 131–132
- Suspend the Rules motion
 - overview of, 168–170
 - Take from the Table motion and, 203
- suspension
 - of action authorized by motion to
 - be reconsidered, 196
 - of bylaws, 22
- sustaining decision of chair, 267

• T •

- Take from the Table motion, 202–204
- tax issues, 237
- teleconference, 34
- teller, 106
- terminating membership, 272
- thresholds for voting, 116–117
- tie vote, 117–118
- time
 - to reconsider motion, 194
 - yielding in debate, 95
- timeliness and points of order, 164–165
- title, using, 98

treasurer
 report of, 255–256
 role of, 236–237
 trial
 holding, 268–269
 reporting findings of cause and, 267
 turn, taking in debate, 93
 two-thirds vote, 115–116

• U •

unanimous consent
 description of, 104
 Reconsider motion and, 196
 use of, 285
 undebatable motion immediately
 pending, assigning floor, 91
 unfinished business, 60–61, 279–280

• V •

verdict, deciding, 269
 verification of voice vote, 104
 vice-president, 235
 videoconference, 34
 voice vote (*viva voce*)
 description of, 83, 105
 election by, 222–223
 verification of, 104
 vote. *See also* election; voting
 to amend bylaws, recording, 30
 changing, 103
 explaining, 103
 illegal, 109
 reconsidering, 291–292
 right to, 13
 write-in, 222

voting. *See also* election
 absentee, 110–115
 abstaining from, 102–103, 279
 in committee or board, 44
 determining results of, 115–118
 as duty, 102
 ex-officio member and, 282
 methods of, 104–110
 on motion, 83
 motions related to, 178–180
 parliamentary and, 240
 by presiding officer, 108, 277–278
 procedure questions, 103
 readdressing issues, 14
 to rescind or amend something
 previously adopted, 198, 199
 for self, 103

• W •

waiting for recognition before
 speaking, 41, 94
 Web sites
 American Institute of
 Parliamentarians, 6
 author, 5
 National Association of
 Parliamentarians, 6
 withdrawing motion, 81
 write-in vote, 222
 writing committee report, 258
 writing out main motion, 74–75

• Y •

yielding time in debate, 95

