

Robert's Rules of Order – Summary

1. Right to order

- A. The organization has the right to do its business.
- B. A member may voice their opinion, but must do so in a manner which does not disrupt the peace. (Example: no rude or inappropriate comments, no interrupting, and no speaking without permission from the Chair)
- C. Should a person be disruptive, the organization has the right to eject any member from the meeting.

2. All members have the right to

- A. Attend meetings
- B. Make motions and speak
- C. Nominate candidates
- D. Vote
- E. Hold office

3. A quorum must be present to do business

- A. A quorum is the number of members require present to make business decisions.
- B. The Whiteshell Community Club's by-law states, we require fifteen (15) members to make a quorum.
- C. Example: 30 members show up to discuss building a skateboard park. The meeting is running long; by the end only 3 members are remaining. No vote can take place because we do not have a quorum. We must make a motion to delay the vote till next meeting.

4. Debate motions

- A. One motion is to be presented at a time.
- B. Any member may bring forth a motion. (example – Mrs. Smith says “I would like to request a motion, to consider, a skatepark be built on the old hockey rink”)
- C. Only questions and comments relating to the current motion can be discussed.
- D. Only one speaker is allowed at a time.
- E. Members must indicate their intent to speak to the Chair.
- F. Debate is deemed finished once no one else wishes to express their opinion or if 2/3 of the members decide to end the discussion; this way 1 person can't keep the debate ongoing.
- G. Once a debate is finished, the same debate cannot be revisited in the same meeting.

5. Ruling remarks out of order

- A. Comments that attack a person's character are not acceptable.
- B. Comments that are rude, racist and/or sexist are not acceptable.
- C. The Chair must rule the remarks out of order.

- D. Example: Sue is debating in favour of the skateboard park. Leslie says “the only reason Sue wants a skateboard park is because she is cheap and lazy to take her kids to Steinbach.” The Chair rules Leslie’s remark as being “out of order”. Should Leslie persist, she will be asked to leave the meeting.