
Alberta Law Foundation Efficient Business Meetings Rules & Procedures

Calgary
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Instructor: Pat Knoll PRP
Professional Registered Parliamentarian

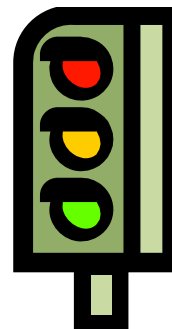
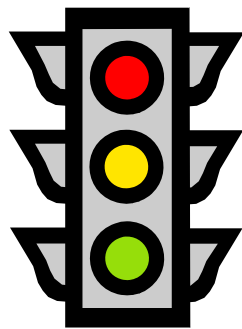
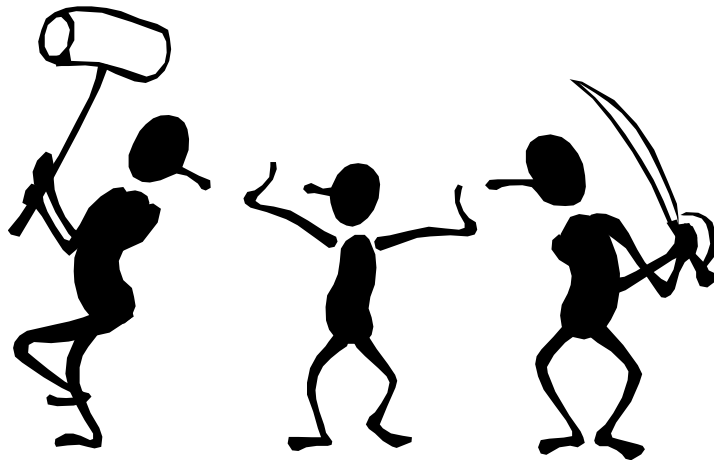
Seminar Objectives

Introduction

- Overview – Procedural Rules
- Self Educate
- Tools Available
- Distance Education
- Professional Organizations
- Most productive to get a handle on this!

Purpose of Rules

(order/efficiency)



What are your rules?

“what the chair or
Mary says”

“you know –
motions and all”



“Robert’s or
something”

“the usual stuff”

“beats me”

Void/Vacuum

- a) Formula for Disaster Over Time
- b) Bad Business
- c) Poor Governance

Self Education

- Distance Education – Online
- NAP & AIP – Web Sites/Courses
- Credentials – RP, PRP, CP, CPP
- University of Wisconsin – C216 –
M28 – Introduction to
Parliamentary Procedure (\$175)

Tools Available

- RONR (reference – 700 pages)
- RONR – In Brief (primer)
- Other Sets of Rules (several)
- Computer Programs from NAP
and AIP
- Webinars – NAP
- Courses in Canada - none

Why have (some) rules?

- Order and efficiency
- Fair and consistent
- Stability and coherence
- Confidence and good-will
- Due diligence (insurance)!
- Reasonable application of rules
can save organization from
complete break-down and
dissolution!
- Why are you here today?

What would constitute the best start – the basics?

- Purchase – RONRIB – Study It!
- Purchase RONR – for Reference
- Take a distance education course from:
 - NAP
 - University of Wisconsin
 - AIP
- Apply at meetings

THE END!

SHOW AND TELL

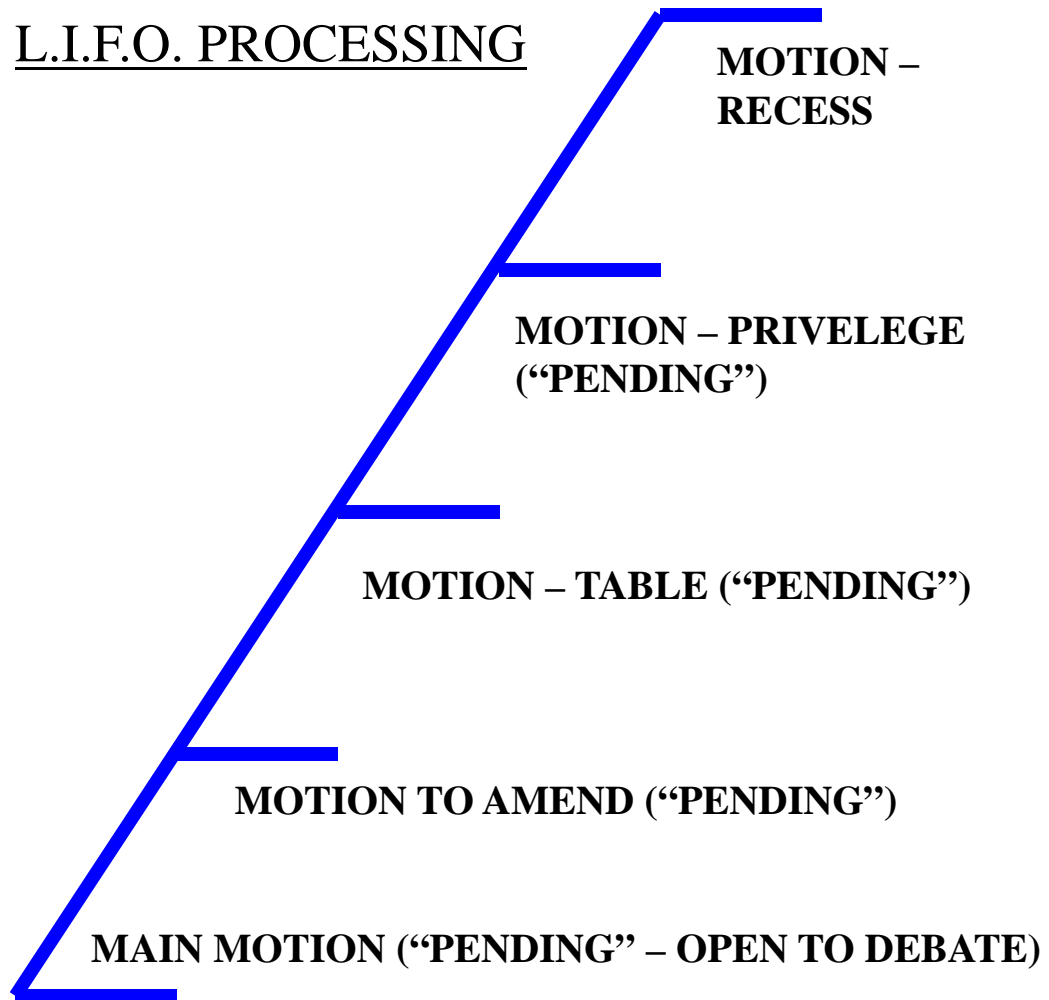
BASIC SIMULATIONS – STRIKE ENERGY

- A – Purchase a Truck
- B – Purchase a Building (with amendments)
- C – Postpone a Matter
- D – Close Debate

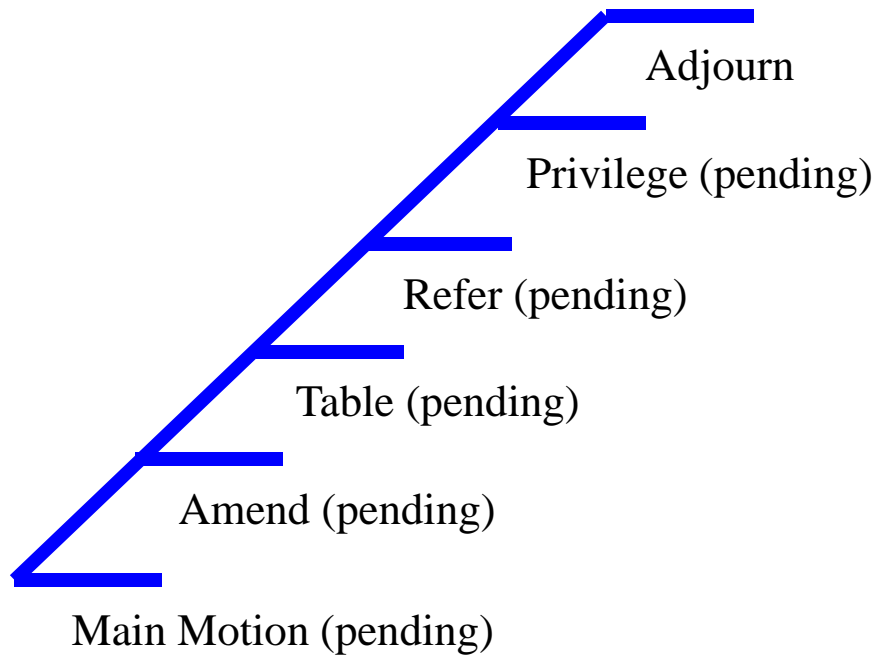
General Precedence of Motions (Robert's – 13 Ranking Motions)

13. Fix Time to which to Adjourn
12. Adjourn
11. Recess
10. Raise a Question of Privilege
9. Call for Orders of the Day
8. Lay on the Table
7. Previous Question (Close Debate)
6. Limit or Extend Debate
5. Postpone to a Certain Time
4. Commit (Refer to Committee)
3. Amend
2. Postpone Indefinitely
1. Main Motion

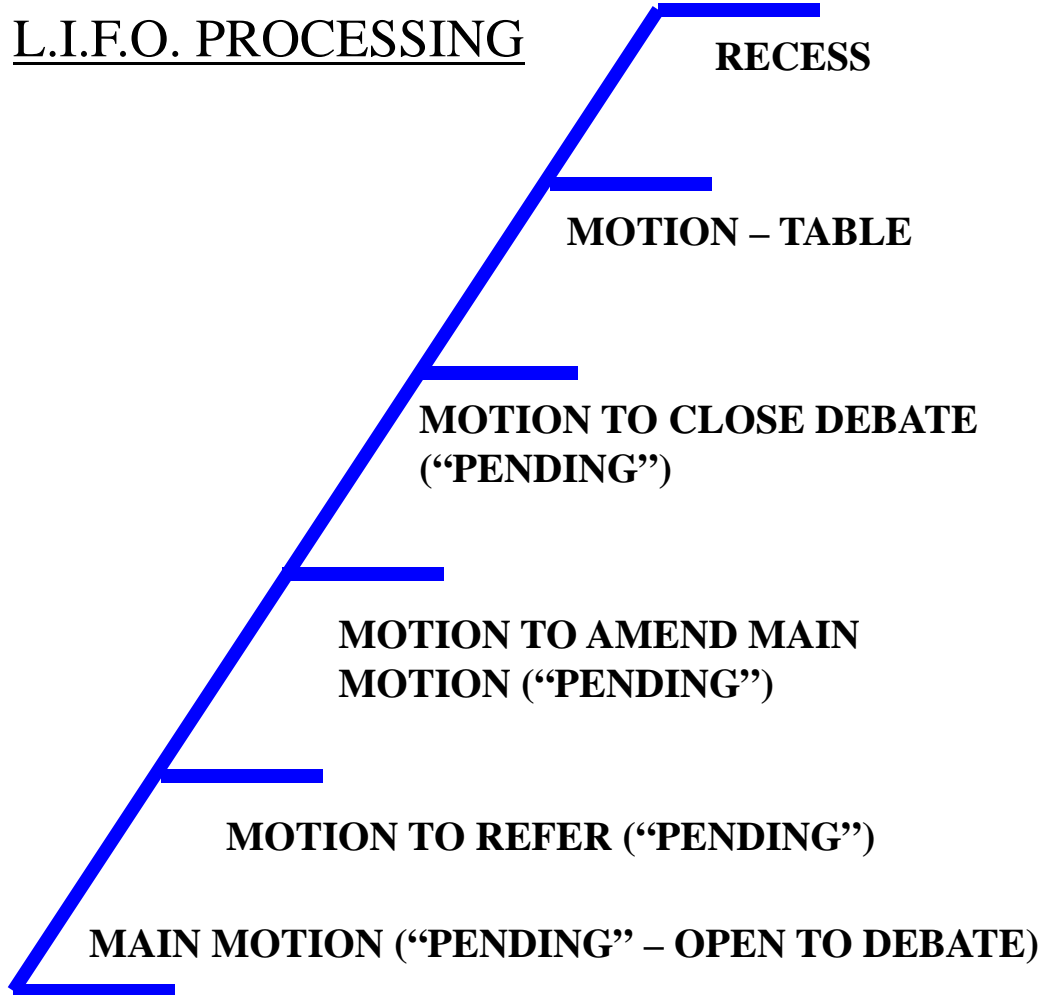
MOTIONS LADDER



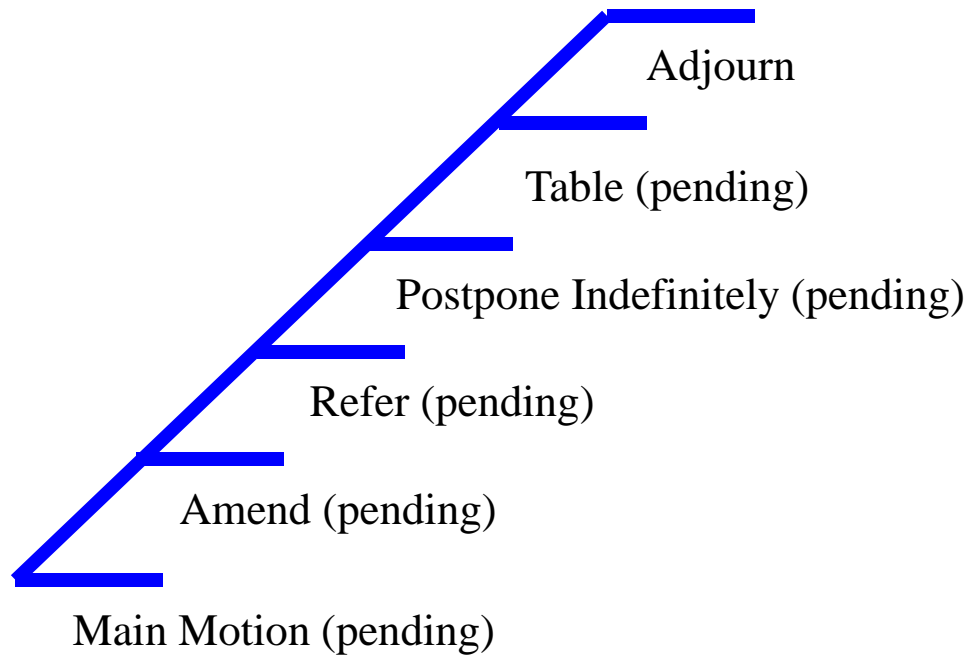
Motions Ladder



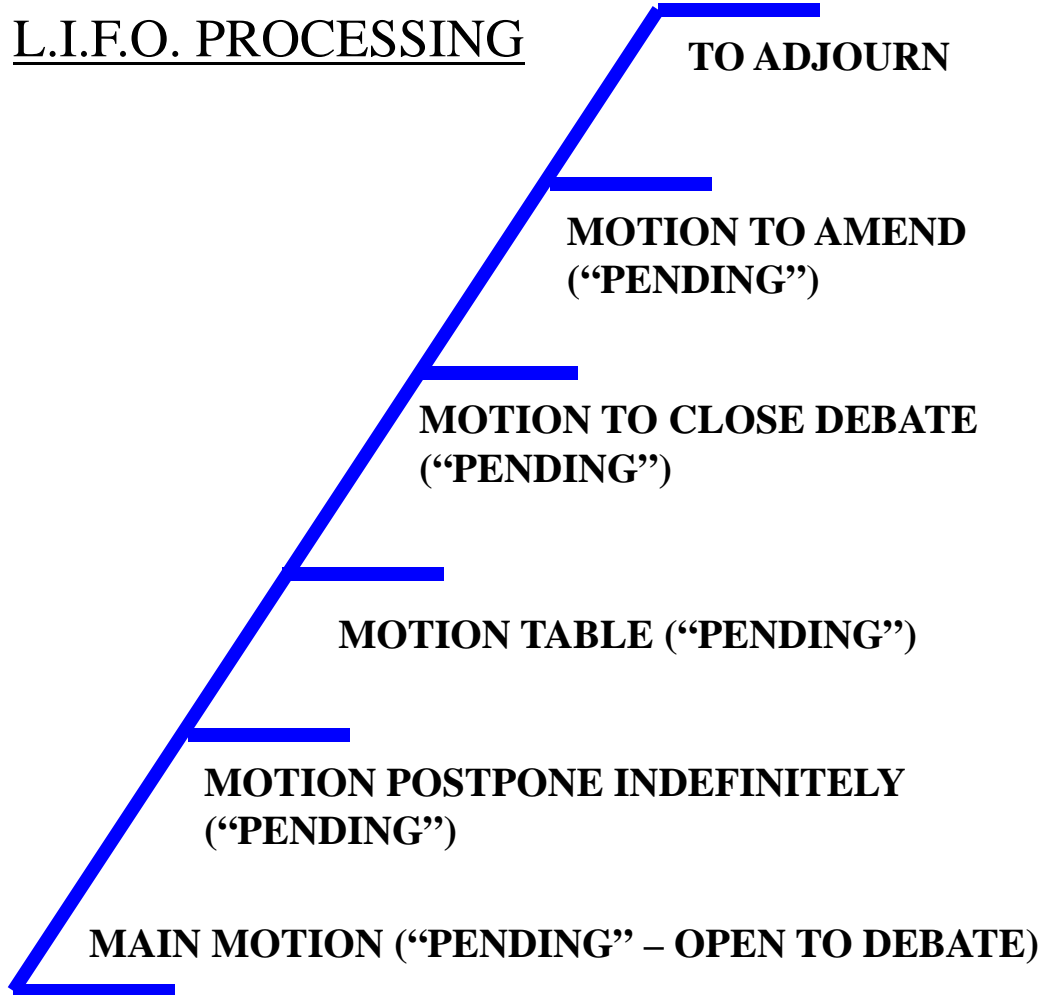
MOTIONS LADDER



Motions Ladder



MOTIONS LADDER



STRIKE ENERGY COOPERATIVE LTD . - SPECIAL RULES OF ORDER

- Meeting procedures for the general meeting shall be in compliance with any relevant provisions of Strike Energy Bylaws . The meeting is closed to all but Strike Energy members, and invited guests, and shall be recorded.
- Quorum must be reached for the general meeting to proceed to motions or for debate or deliberations.
- Only Strike Energy members are entitled to make motions, speak in debate, and vote at the meeting of members
- **Members must identify themselves by name for motion making or debate .**
- A member wishing to speak on any matter, at the meeting, must approach a microphone, and wait to be recognized.
- **A main motion, or a motion to postpone, amend , commit or refer, limit or close debate, may be made at the Annual General Meeting . Other motions may also be offered.**
- **On each motion a member is entitled to speak once, and for no longer than three (3) minutes.**
- A member wishing to speak a second time, on any pending motion, must give way to any other member wishing to speak, who is speaking for the first time.
- Debate must be relevant and related to the pending motion. Voting at the general meeting shall be by a show of hands (cards in aid) and as provided in the bylaws . Electronic voting will be accepted as a form of acceptable ballot voting .
- **All votes called at the general meeting shall be determined by a simple majority of those members present, and voting, unless a special resolution .**
- Members must observe decorum, and avoid personal attacks and disorderly or discourteous behavior's.
- Meetings will begin and end as determined by the meeting agenda - moved and adopted.
- **Robert's Rules of Order (RONR – 11th ed) shall be a source of reference and guide in matters of procedure at Strike Energy Board or member/owner meetings .**

16

Rules of Order

- . **Robert**
- . Farwell
- . Wainberg
- . Sturgis
- . Riddick
- . Nathan & Vore
- . Demeter
- . Deschler
- . Bournoit

Gen. Robert - 1876/U.S. Army Corp.
- Rules Eng. Parliament

Criticisms: - Rule based v. principle based
- Complexity v. simplicity
- Archaic jargon

“Division” - vote again

“Previous Question” - close debate

“Lay on Table” - put aside temporarily

“Orders of the Day” - turn to the agenda

“Commit” - refer to a committee

Principles Underlying All Rules

- Order
 - Facilitate progress
 - One matter/one person at a time
 - Orderly flow business
- Rights Majority
 - To prevail
- Rights Minority
 - To be fairly heard before decisions are made
- Fairness/Equality
 - All members treated with same courtesy, opportunity and rights
- Rights of Absentees
 - Appropriate and proper notifications

Chair's Responsibilities

- Acquire and apply knowledge of by-laws and basic procedural rules.
- Knowledge of agenda and potential problem areas.
- Follow the agenda.
- Use procedural rule sparingly but firmly if necessary.
- Call on members impartially.
- Put motions accurately.
- Take and announce votes correctly.
- Stay composed/keep meeting moving.
- Have minutes prepared – A.S.A.P.



“Magic Words”



Chair's "Magic Words"

“If there is no objection the _____ will be considered CARRIED/ APPROVED by general consent.”

“Are there are any objections (pause) – thank you – the _____ is CARRIED/APPROVED by general consent and the minutes will so reflect.”

- Agenda
- Minutes
- Recess
- Adjournment
- Any matter not controversial
- See – example: **Calgary Co-op** – Appendix B

Standard Agenda

- Opening Welcome
- Call to order
- Confirmation of quorum
- **Approval of agenda/special rules**
- Correction and approval of minutes
- Reports from officers and board
- Reports from standing committees
- Reports from special committees
- Unfinished business
- New business
- Announcements
- Adjournment

Processing of Main Motion

- Main motion proposed
- Second of main motion – “Is there a second?”
- Call for discussion – “Is there any discussion or debate?”
- Debate or debate ends
- Call for the vote – “Is there any further discussion? – No – then I will call for the vote.”
- Vote – “ALL in favour – say Aye (raise hands).” “ALL opposed – say no (raise hands).”
- Result announced – “The motion is Carried.” “The motion is Defeated.”

(if count/ballot – announce)

22

Amendments – No. 1

Characteristics

- Subsidiary motion
- Precedence over M. Motion
- Subject to other subsidiary motions
- Passage amendment not passage M.M.
- Majority vote pass even if M.M. 2/3 vote

Rule

- Purpose to revise wording of main motion

Proposal to amend can:

- Add words or insert
- Delete words
- Delete and insert
- Substitute portions or all

Amendments – No. 2

Degrees of Amendment

- Primary – applied to M.M.
- Secondary – applied to primary amendment
- No third degree **X**

Processing amendments

- One at a time
- Secondary amendment – then primary amendment

Amendments – No. 3

Improper

- Those - irrelevant – no rational connection
- Those – equivalent to “no vote”
- Those – dilatory, absurd, irrational, incoherent

Role of Chair – rule amendment proper or “out of order”

Recommendation – when in doubt – rule amendment “in order”

Point of Order (In.)

Purpose

- Where violation of rules
- (i.e) – chair fails call for debate

Notable

- Can interrupt/no second/no debate/no vote
- Chair must rule immediately
- Can be raised as “point of inquiry/information”

Appeal (In.)

Purpose

- Challenge ruling of chair
- Not available re information/ advice

Notable

- Must be made immediately following decision of chair

Suspend the Rules (In.)

Purpose

- Suspend previously adopted procedural rule
- Alter order of business (agenda)

Notable

- Requires a 2/3 vote

Restoratory

- Reconsider
- Repeal

Reconsider

Purpose

- Set aside vote on M. Motion
- Same meeting only
- Assembly back to motion seconded

Notable

- Made by one voted with prevailing side
- Can interrupt
- Freezes all action M.M.
- Need not be considered when made

Repeal

Purpose

- Cancel, rescind, nullify a previously carried motion
- amend

Notable

- Requires 2/3 vote and notice