

Robert's Rules of Order

A Guide for US Chess Delegates

Written by Mike Nolan, *US Chess Parliamentarian*. Revised June 2001. Reference: Robert's Rules of Order, Newly Revised, 11th Edition (published in 2011), edited by Henry M. Robert III, Daniel H. Honemann, Thomas J. Balch, with the assistance of Daniel E. Seabold and Shmuel Gerber, Da Capo Press, 208 pages, ISBN-13: 978-0306820205 (List price \$9.74 in paperback on Amazon.com.) This is a simplified selection of some key points from Robert's Rules of Order, with a few explanatory remarks and examples and some exceptions and extensions that have come into general use by the Delegates.

Definitions

Parliamentarian

The Parliamentarian serves as a resource to the chair, offering advice on rulings and other matters to assist the chair in keeping the meeting orderly and productive. The Parliamentarian never 'rules' on a question the chair has that privilege and may ignore or not solicit the advice of the Parliamentarian before making any ruling. The Parliamentarian also serves as a resource to Delegates, to advise them on proper parliamentary procedure.

2nd

Indicates a willingness to have the Delegates consider the motion, not any support for it. Except for motions on the advance agenda, motions arising from a committee and motions arising from the Membership Meeting, all main and subsidiary motions and most privileged or incidental motions require a 2nd in order to be considered by the Delegates further. While the maker of a motion is expected to argue in favor of it during debate, the seconder is under no such requirement.

Debatable

Discussion of the merits of the motion is permitted. An undebatable motion must be voted upon immediately without discussion unless an amendment or higher-ranking motion is in order and offered.

Majority

A simple majority means that more people vote 'yes' than 'no.' A 2/3 majority means that at least twice as many people vote 'yes' as 'no.' To abstain from voting means to yield to the will of the majority that does vote, whatever that majority is. It does not matter whether the number of 'yes' and 'no' votes adds up to a quorum or not, as long as a quorum is present. Although a count of abstaining Delegates is sometimes requested of the chair, it is not mandatory under *Robert's Rules*.

Reconsider

A motion to reverse an earlier vote. A motion to reconsider may only be offered by someone who voted on the prevailing side on the earlier vote. A motion to reconsider always requires a simple majority, even if the motion being reconsidered required a larger majority to succeed. When a motion to reconsider is successful, the matter becomes active

again, although it might not be the current order of business if some other business is also pending. Some motions may not be reconsidered, such as a failed motion to postpone indefinitely.

Chair

The person running the meeting. The chair assigns the floor during debate and recognizes members, including responding to points of order or privilege (and making rulings as required), parliamentary inquiries, and to request whether a speaker will yield to a point of information. All questions should be addressed to the chair, not to other members, including the member who currently has the floor. The chair is expected to remain impartial and must refrain from debate on the merits of any issue. A chair who wishes to speak to the merits should yield the chair by passing the gavel to another person for the duration of the debate on that issue.

Agenda

The agenda is the order in which business is to be conducted. Many organizations have adopted a standard agenda for meetings, indicating in which order officer and committee reports are to be given, etc. It is also common for organizations to prepare an advance agenda of matters likely to come before the body. Sometimes the Bylaws specify that certain matters cannot be enacted unless pre-announced in the advance agenda, or require a different majority to pass if not pre-announced, such as amendments to the Bylaws. But the advance agenda is an informational document only until such time as it is adopted by the body during the meeting once a quorum is established.

13 Ranking Motions

(Larger numbers indicate motions that take precedence over lower-ranking ones.) Except where indicated, none of these motions are in order when someone else has the floor.

1. Main motion.

Requires a 2nd (except for motions on the advance agenda or arising from a committee), debatable, amendable, may be reconsidered, passes by a simple majority unless the subject matter requires a higher majority, such as Bylaws changes which were not in the advance agenda. A main motion may not be made when some other motion is pending. The chair will call up as main motions items printed in the advance agenda in the order in which they appear, though motions may be called up by a committee out of the preprinted order if the motion was sponsored by or referred to the committee. Motions may be brought up in any order either by unanimous consent of the Delegates or by suspension of the rules, which requires a 2/3 majority.

The following are subsidiary motions, and generally apply only to a main motion or a motion relating to a main motion. These motions are in order of increasing priority. For example, a motion to commit takes precedence over a motion to amend, and a motion to table takes precedence over all other subsidiary motions.

2. Postpone indefinitely.

Requires a 2nd, debatable, not amendable, requires a simple majority, may only be reconsidered in the affirmative. If successful, the main motion to which it applies is killed for the duration of the meeting and may not be reintroduced. Because of its low ranking, this motion may only be made when the main motion is under discussion, not when any amendments or other motions are pending.

3. Amend.

Requires a 2nd, debatable if the motion to which it applies is debatable, amendable (but an amendment to an amendment is not further amendable, because it gets too confusing to keep track of things), may be reconsidered, requires a simple majority. (See below on the 'friendly amendment'.)

4. Commit (refer).

Requires a 2nd, debatable if the motion to which it applies is debatable, amendable, requires a simple majority, may be reconsidered. If successful, the current main motion including all pending motions such as amendments, is referred to the designated committee(s) and the order of business is now the next item on the agenda. With some exceptions, such as a motion to amend the Bylaws, the Delegates may refer a matter to the Executive Board or to a committee with the power to implement it. Motions may also be referred to the Executive Board or to a committee with instructions to report back at the next Delegates Meeting. By convention, unless otherwise indicated a referral to a committee includes instructions to report back at the next Delegates Meeting, but referrals to the Board do not include instructions to report back at the next Delegates Meeting, unless the Board does not have the authority to implement and that power is not attached in the motion to refer.

5. Postpone to a definite time.

Requires a 2nd, debatable, amendable, generally requires a simple majority, may be reconsidered. (If made a special order, requires a 2/3 majority. See 'call for the orders of the day'.)

6. Limit debate.

Requires a 2nd, not debatable, amendable, requires a 2/3 majority to pass, may be reconsidered if still possible. Used to limit the rights of the Delegates to debate an issue, such as placing a time limit on an item of business, limiting the length of individual speeches, or the number of times a Delegate can speak on any one issue during debate on a motion.

7. Previous question (call the question).

Requires a 2nd, not debatable, not amendable, requires a 2/3 majority to pass, may be reconsidered. Used to end debate on a motion and proceed to an immediate vote on it. In its basic form it applies only to the current pending motion (such as an amendment), but may also be applied to motions below that one in order, all the way back to the current main motion.

8. Lay on the table.

Requires a 2nd, not debatable, not amendable, requires a simple majority to pass, may not be reconsidered. Often used improperly

to kill a motion, but more properly used to permit the Delegates to set aside a subject in order to move on to a more pressing one, since the tabled matter may be brought back to the floor by a simple majority vote later on, whereas one that is postponed indefinitely may not be brought to the floor later in the meeting. Tabled matters that are still tabled at the end of the meeting are automatically referred to the Executive Board, which may act upon a motion, refer it to appropriate committees, or place it on the agenda for the next year's meeting, although the EB is not required to take any of these actions. Motions for which the Executive Board does not have the authority to take final action, such as a Bylaws change, may still be referred by the Executive Board to committees or placed on next year's agenda, but unlike motions specifically referred to the Board this is not mandatory.

The following motions are privileged, may be made at any time, and do not refer to a pending main or subsidiary motion.

9. Call for the orders of the day.

Does not require a 2nd, may be made when someone else has the floor, not debatable, not amendable, does not require a vote, may not be reconsidered. The orders of the day are any motions that have been passed calling for consideration of a particular subject at a particular time as a special order. When the appointed time arises, any member may call the chair's attention to the matter by calling for the orders of the day, and the current pending matter must be set aside and the subject of the special order brought to the floor immediately.

10. Raise a question of privilege.

Does not require a 2nd, may be made when someone else has the floor, not debatable, not amendable, is acted upon by the chair without a vote, and may not be reconsidered. A question of privilege deals with the rights of the Delegates or an individual Delegate to participate in the business at hand or correct the record on previous business. For example, if the speaker system isn't working and a Delegate can't hear the debate, that would be a question of privilege. Similarly, a loud disturbance from elsewhere would be a question of privilege. A question of personal privilege is often invoked when a member's name is mentioned in debate, but this is not proper unless this has been done in such a fashion as to incorrectly place into the record the member's participation or lack of participation in matters previously dealt with or to circulate a charge against that member's character. (The more proper motion to deal with an imprudent remark about you made by the speaker during debate is to raise a point of order to 'call the member to order,' that is to have the chair request that the speaker refrain from making further improper personal comments about other members.)

11. Recess.

Requires a 2nd, not debatable, amendable, requires a simple majority, may not be reconsidered. Once a motion to recess is passed, the Delegates are in recess until the time specified for the meeting to resume, at which time the chair may resume the meeting as soon as a quorum is present.

12. Adjourn.

Requires a 2nd, not debatable, not amendable, requires a simple majority, may not be reconsidered. Properly used as it applies to the Delegates meeting, this motion is only used to end the meeting. A motion to adjourn to 9 AM tomorrow morning should actually be made as a motion to recess until 9 AM, and the chair should rephrase it as such.

13. Fix the time to which to adjourn.

This motion has no practical application to the Delegates meeting, since the meeting is short and of a fixed duration and except in special circumstances would not continue beyond that time frame.

Other motions

The following motions are restorative; they bring a matter back before the Delegates that had previously been tabled or voted upon:

A. Take from the table.

Requires a 2nd, not debatable, not amendable, requires a simple majority, may not be reconsidered. (But a new motion to take the matter from the table may be offered later on.) This motion is only in order when there is no main motion pending, and it brings a matter before the Delegates that had been tabled earlier in the meeting, in the exact form it was in at the point at which it was tabled. See discussion above as to the disposition of motions left on the table at the end of the meeting.

B. Reconsider.

Requires a 2nd, debatable if the motion to which it applies is also debatable, may not be amended, requires a simple majority, may not be made a 2nd time if unsuccessful. If a vote is reconsidered, any earlier disposition is reversed and whatever action is taken on the motion after reconsideration overrides any earlier action. If an action is irreversible, the matter cannot be reconsidered. This motion must be made by someone who voted on the prevailing side of the motion being reconsidered.

The following are some incidental motions that may arise; there is no order to these motions.

A. Suspend the rules.

Requires a 2nd, not debatable, not amendable, requires a 2/3 majority, may not be reconsidered. This is a motion to suspend *Robert's Rules* or any standing rules or customs. The Bylaws may not be suspended; they must be amended. Suspending the rules is often requested to change the order of business to consider something ahead of its place in the agenda. Although not debatable, the maker of the motion generally offers a short explanation as to why the rules should be suspended or what action will be taken once the rules are suspended. If a motion to suspend the rules for a particular purpose is unsuccessful, it may not be renewed without unanimous consent of the Delegates.

B. Point of Order.

May be made when someone else has the floor, does not require a 2nd, is not debatable, is not amendable, may not be reconsidered, and is ruled upon by the chair rather than voted upon by the Delegates. A point of order is a request for the chair to enforce the rules under which the Delegates operate, such as dealing with a motion or member being out of order. For example, if an amendment to an amendment is offered, it would be out of order and if the chair doesn't rule it out of order, a Delegate should raise a point of order to have the chair enforce the rules and declare the amendment out of order. A ruling by the chair is made, possibly after consulting with the Secretary or Parliamentarian, and once made the ruling may be appealed by any two Delegates (an appeal requires a 2nd), a simple majority being needed to reverse the ruling of the chair. A point of order can also be made to enforce the rules on decorum in debate, to enforce a time limit on debate or the number of times a speaker is recognized, or to clarify the status of the motion(s) currently before the Delegates.

C. Parliamentary Inquiry.

May be made when someone else has the floor, does not require a 2nd, is not debatable. Similar to a point of order, but generally limited to inquiring as to the proper motion to make under some circumstance or to ascertain the effect of such a motion or any pending motion. The chair answers the inquiry and may consult with others, such as the Parliamentarian or Secretary, for advice before answering. Since this is not (yet) a ruling, it may not be appealed.

D. Point of Information.

May be made when someone else has the floor. This is not a motion, per se, but a request for permission to seek further information about the pending matter from the current speaker or for a brief answer from someone else with expertise in the subject, generally another Delegate or a US Chess staff member. The speaker is not obliged to yield the floor to hear the question. This motion is often improperly used to interrupt a speaker just to rebut the speaker's debate, and in proper usage the interrupter should not make the rebuttal argument immediately but limit the interruption to a request that the speaker yield for a question, since the proper means for rebuttal in debate is to gain the floor through the usual means.

E. Object to the consideration of a question.

May be made when someone else has the floor, does not require a 2nd, is not debatable, is not amendable, requires a 2/3 majority, may not be reconsidered. This motion may only be applied to a main motion when it is first introduced; its purpose is to prevent any discussion or debate on the motion, including any discussion as to why the question should not be considered. Another way to think of it is as the opposite of a 2nd; it indicates a lack of willingness to have the motion considered by the Delegates. An immediate vote on the objection should be taken and, if successful, the motion is killed and may not be reintroduced during the remainder of the meeting.

F. Division of a question.

Requires a 2nd, not debatable, amendable, requires a simple majority, may not be reconsidered. This is a request to split a motion into several parts, and is only in order when the motion is easily severable.

Division of the assembly.

May be made when someone else has the floor, does not require a 2nd, is not debatable, is not amendable, may not be reconsidered, does not require a vote. Used to request a tabulated vote when the vote announced by the chair is disputed by the Delegates. A first request for a division should almost always be granted, as should a second request for a very close vote, but repeated requests for recounts of a close vote are a stalling tactic, and after a vote has been carefully tabulated twice, unless there is still a reasonable doubt as to the outcome, the chair may ignore further requests for a division of the assembly and declare the vote concluded. Though it has been done on occasion, there is no specific provision in *Robert's Rules* or in the US Chess Bylaws for ordering a roll call vote, and due to the time involved, such an order should be used sparingly.

Appeal.

May be made when someone else has the floor, requires a 2nd, is debatable if applied to a question which was debatable, requires a simple majority. Decisions of the chair regarding points of order, points of privilege, or assignment of the floor during debate may be appealed. Such an appeal must occur immediately after the ruling

to which it applies, and the motion to appeal takes precedence over the motion which was pending at the time the decision was made. Rulings regarding decorum in debate or the priority of business are not debatable, and a ruling made while a nondebatable motion is pending is also nondebatable. However, the chair is entitled to explain the ruling even if an appeal is nondebatable.

Standing rules or customary rules

Used by US Chess Delegates at past meetings, including procedural rules initially developed by the US Chess President for use at the 1998 Delegates meeting:

- A.** A speaker may not move the previous question (call the question) after speaking to the merits of a question in that turn at the microphone. [Passed by the Delegates as a standing rule.]
- B.** Except for motions arising from the US Chess Membership Meeting, if the sponsor or co-sponsor of a motion is not present at the time it is reached in the agenda, it goes to the end of the agenda, after all other advance motions and motions filed with the Secretary before or during the meeting but not included in the advance agenda. A request for unanimous consent or a motion to suspend the rules may be offered to bring the motion back to the floor ahead of then. (Congratulatory motions generally made at the end of the meeting are usually deferred until all other Delegate motions are dealt with, including those moved to the end of the agenda.) Motions on the advance agenda do not require a second; a Delegate who objects to such a motion should raise an objection to consideration of the question, either during adoption of the advance agenda or when the motion is reached in the meeting. Delegate motions not printed in the advance agenda do require a second.
- C.** A Delegate may withdraw a motion as long as it is still in its original form, even during debate, but once a motion has been revised from its initial form, it may only be withdrawn by unanimous consent. All co-signers to the original motion must also consent to its withdrawal. (The person who seconded the motion does not need to consent to its withdrawal, since seconding a motion does not express an opinion on the merits of the motion, and the seconder is always free to attempt to gain the floor to make the motion again, at which time it requires another Delegate to second it.) When a motion is divided into multiple questions, each of the parts is now a separate motion and such a separated motion may be withdrawn if it is still in its original form.
- D.** The maker of a motion may accept as an improved version a 'friendly amendment' from another Delegate. Such a motion is still considered to be in its original form. The seconder does not have to consent to the friendly amendment, since the person offering the improvement is obviously willing to have the motion considered, which is the point of requiring a second. [This is a deviation from Robert's Rules, which now has a reference to the friendly amendment in the 10th edition, but in a much more restricted sense than found in common practice, including at US Chess Delegates Meetings.]
- E.** Committee chairs may only bring to the floor during their reports motions that were referred to them by the previous or current Delegates meeting, motions referred to them by the Executive Board and printed in the *Executive Board Newsletter* or (preferably) placed on the advance agenda, or motions that the committee, or the committee chair on the committee's behalf, placed on the advance agenda. In specific, motions from workshops have no special standing with the Delegates, though they may be brought

to the floor as main motions later in the meeting in the usual manner or offered as amendments during debate.

- F.** Straw polls may be made at the sole discretion of the chair, although the speaker may request them of the chair. The chair will conduct all straw polls and votes. [Because they neither advance nor defeat the issue, the use of straw polls is not sanctioned by *Robert's Rules*, which suggests that a form of 'committee of the whole' be used instead.]
- G.** All main motions and amendments not appearing in the advance agenda should be submitted to the Secretary in written format, to assist the chair in the orderly conduct of the meeting and the Secretary in preparing an accurate set of minutes.

Pro and Con microphones will be placed on the floor. All Delegates wishing to debate a motion should stand in line at the appropriate microphone and wait to be assigned the floor by the chair. If an amendment or other debatable motion is offered, the Pro and Con microphones will now refer to that motion, and Delegates wishing to speak on that subject should move to the appropriate microphone; others should stand aside or sit down.

A podium may be provided for committee chairs to make their committee reports from. A committee chair or other Delegate at the podium is not entitled to any preference in debate but may be called upon to answer points of information regarding a committee's views on motions referred to it, in the advance agenda, or arising from the committee workshop. Makers of main motions may also be requested to present their motions from the podium and to remain at the podium to answer points of information.

Motions introduced and passed at the US Chess Membership Meeting for consideration by the Delegates are entered on the agenda as the first items under New Business, and are brought to the floor in order at that point in the agenda. These motions do not require a second. The maker of the motion during the Membership Meeting, if not a Delegate, is not entitled to speak at the Delegates meeting without the unanimous consent of the Delegates.

Delegates who have already spoken to the merits of a pending question are requested to defer to Delegates who have not yet spoken to the merit of that question. The chair may recognize Delegates who have not yet spoken to the merits of a pending question ahead of those who have already spoken on it. Where possible the chair will alternate between speakers for and speakers against the pending question. The maker of a motion is always entitled to the first opportunity in debate to speak to the merits of that motion. The chair assigns the floor; a Delegate may not yield the floor to another Delegate without the unanimous consent of the Delegates. Except for committee chairs giving their report, the Parliamentarian (if not a Delegate), and US Chess staff members presenting a staff report or answering a point of information, non-Delegates are not entitled to speak to the Delegates without unanimous consent.

As indicated above, motions not reached by the Delegates or motions tabled by the Delegates are automatically referred to the Executive Board at the conclusion of the Delegates Meeting, but without the power to implement (where applicable) and without instructions to report back to the Delegates, so they will not appear on the advance agenda of the next Delegates Meeting except by specific action of the Executive Board, nor does progress on these motions need to be reported upon.