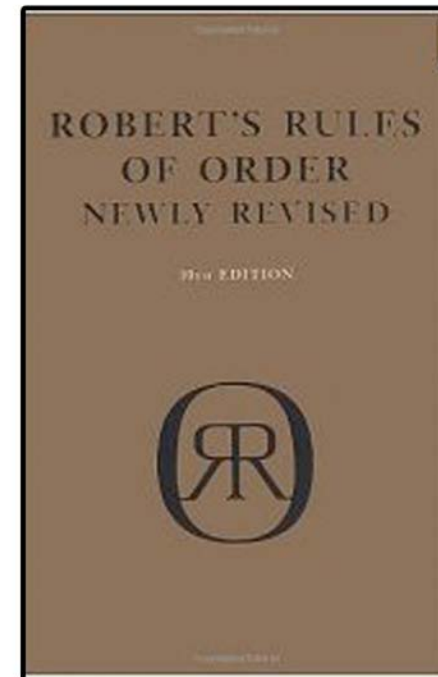


IEEE Standards and Robert's Rules of Order



IEEE Standards and Robert's Rules of Order

- History
- Principles
- Definitions
- Order of Business
- Motions
- Precedence of Motions
- Application of *Robert's Rules of Order*

History

- 400-500 A.D. Early Anglo-Saxon tribes meet
- 1066 Great Councils began after Norman Conquest
- 1258 "Parliament" was first used
- 1547-1623 *Journal of the House of Commons*
- 1801 Jefferson's *Manual of Parliamentary Practice*
- 1845 Cushing's *Manual of Parliamentary Practice & Rules of Proceeding and Debates in Deliberative Assemblies*

Who was Robert?

- Henry Martin Robert
- An engineering officer in the Army
- 1863 - Interest sparked when asked to preside over a meeting
- 1876 - *Pocket Manual of Rules of Order for Deliberative Assemblies* published

Principles Underlying Parliamentary Law

- Justice tempered by courtesy must be afforded to all equally
- Balance of rights
 - The majority to decide
 - The minority to be heard
 - Absentees to be protected

Deliberative Assembly

- Determines courses of action
- Group size demands formality
- Members are free to act
- Members present have equal weight
- Members are free to disagree
- Members present act as a whole
 - The will of the majority, determined by vote, is accepted as the decision of the assembly

Board/Committee

- Derives power and authority from another body by an instrument of law, such as bylaws
- Does not function autonomously
- An administrative, managerial or quasi-judicial body of elected or appointed persons
- Has the character of a deliberative assembly
- No minimum size

Meeting

- A single official gathering of members
- In one room (area)
- To transact business
- No cessation of proceedings
 - Members do not separate, except for a recess

Rules of Order

- Written rules of parliamentary procedure
 - Formally adopted
- For the orderly transaction of business
- IEEE uses *Robert's Rules of Order*; however, superior documents take precedence

Precedence of Documents for IEEE Standards

- New York State Not-for-Profit Law
- IEEE Certificate of Incorporation
- IEEE Constitution
- IEEE Bylaws
- IEEE Policy
- IEEE Board of Director Resolutions
- IEEE Standards Association Operations Manual
- IEEE-SA Standards Board Bylaws
- IEEE-SA Standards Board Operations Manual
- IEEE Standards Style Manual
- Sponsor Operating Procedures
- Robert's Rules of Order
- IEEE Standards Companion

Quorum

- Can be set by the bylaws; otherwise, a simple majority
- If no quorum exists a meeting can be called to order; however, the only acceptable actions are
 - Adjourn
 - Recess and take measures to obtain a quorum
- Once a meeting begins, a quorum is presumed to exist until the chair or a member notices a quorum no longer exists
- Chair must announce loss of a quorum before taking a vote
- Member may question the presence of a quorum by making a point of order
- Once loss of a quorum is confirmed, business can no longer be transacted

Order of Business

- Notice
- Call to order
 - Quorum
- Order of business
 - Agenda
- Approval of minutes
- Report of officers
- Report of standing committees
- Report of special committees
- Special orders
 - Motions previously postponed
- Unfinished business and general orders
 - Items interrupted by adjournment
 - Motions to be taken from the table
 - Motion to reconsider an earlier action
- New business
- Adjourn

Agenda

- Unofficial agenda accompanies notice
- May be modified before adoption
- Once approved, it is property of assembly
- Changes to order of business require a two-thirds vote
- Consent agenda

Motion

- A formal proposal by a member that the assembly take a certain action
- Business is brought before an assembly by the motion of a member
- Basic form is a main motion
 - Sets a pattern from which other motions are derived
 - Other motions may be made and are considered with respect to the main motion

Making a Motion

- Member makes the motion
 - Uses the word "move"
- Another member seconds the motion
 - Not required for motions from committees
- The chair "states the question"
 - Ensure clarity by re-stating the motion
 - Only the chair can place business before the assembly
- Prior to the chair stating the question, the motion can be amended
 - By same maker, seconder must agree
 - By another member, second is not necessary if maker accepts

Considering a Main Motion — Debate

- Once the question is stated, the motion is pending and open to debate
- At this point, the motion belongs to the assembly
- Maker of motion has the right to speak first
- Chair assigns floor
- Floor can be assigned to a member again after all wishing to speak have done so
- There may be a time limit

Considering a Main Motion — Debate

(cont.)

- Debate is confined to the merits of the pending motion
- Debate cannot be closed by the chair as long as any member wishes to speak
 - Except by order of the assembly:
 - Motion to “call the question”
 - Not debatable, requires majority
- Speakers cannot be interrupted so long as rules are not violated
- Speakers should address the chair
- Speakers should not attack or allude to the motives of members

Considering a Main Motion — The Vote

- Putting the question
 - Chair assumes unanimous consent
 - “Are you ready for the question?”
- Take vote
 - Voice
 - Show of hands
 - Roll call
- Announce result
 - “Carried,” or “adopted”
 - “Lost,” or “rejected”

Order of Precedence of Motions

- Main motions
 - Can be made only when no other motion is pending
 - Only one main motion at a time
- Secondary motions
 - Subsidiary motions
 - Privileged motions
 - Incidental motions
- Only one question can be considered at a time
 - Main motions rank lowest, therefore
 - Main motions are last in sequence (not importance) and
 - Secondary motions are considered before main motions

Order of Precedence of Motions *(cont.)*

- Unclassified motions
 - Bring a question again before the assembly
 - Reconsider
 - Remove from the table
 - Are considered as main motions, but cannot be amended

Secondary Motions — Privileged Motions

- Questions of privilege take precedence over all other motions
- Do not relate to pending business
- Are not debated
- Examples:
 - Question of privilege
 - Request executive session
 - Recess/adjourn
 - Stick to the agenda (“orders of the day”)

Privileged Motions — Executive Session

- Executive session:
 - Any meeting or portion of a meeting at which the proceedings are secret
 - Only members are entitled to attend
 - Minutes are not recorded
- Good standards practice requires openness and precludes use of executive session

Secondary Motions — Subsidiary Motions

- Can be made and considered while a main motion is pending
- Assists in treating or disposing of the main motion
 - Examples:
 - Amend
 - Divide the question
 - Refer to committee
 - Postpone until _____
 - Limit debate/call the question/lay on the table
- Are in order from the time the question is stated until the vote begins
 - If the vote has been ordered, only a motion to “lay on the table” is proper

Secondary Motions — Incidental Motions

- Deal with procedure arising out of:
 - A pending motion
 - Another motion or item of business
- Usually they are related to the main question in such a way that they must be decided immediately, before business can proceed
- Most are not debatable
- Examples:
 - Maker withdraw his/her motion
 - Point of order
 - Request procedural information
 - Object to taking a vote

Application of *Robert's Rules of Order*

- Guideline for chair to handle business
 - Discretionary degree of formality
 - Good format for order of business
- Amending motions
 - An IEEE practice — friendly amendments
- General consent
 - “If there is no objection”
 - Useful in managing changes to the agenda during the meeting
 - Should not be used in place of voting on motions