

Roberts Rules of Order Simplified

Main Principles:

- Everyone has the right to speak if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.
- Only one thing can be discussed at a time.

How to do things:

You want to bring up a new idea before the group. After recognition by the workload chair, present your motion. A second is required for the motion to go to the committee for discussion, or consideration.

You want to change some of the wording in a motion. After recognition by the workload chair, move to amend by: adding words; striking words; or striking and inserting words

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes. Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed. Move to refer to a committee, with specific instructions.

You want more time personally to study the proposal being discussed. Move to postpone to a definitive time or date.

You are tired of the current discussion. Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.

You have heard enough discussion. Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the committee to a vote on the pending question only. Requires a 2/3rds vote.

You want to postpone a motion until some later time. Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back. “Call for orders of the day.”

You want to take a short break. Move to recess for a set period of time.

You want to end the meeting. Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly. Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

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You are confused about a procedure being used and want clarification. Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side. Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting. Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

Reminders for Committee Members

You may INTERRUPT a speaker for these reasons only:

- o if you can't hear, safety reasons, comfort, etc. –question of privilege
- o if you see a breach of the rules –point of order
- o if you disagree with the workload chairs ruling –appeal
- o if you disagree with a call for Unanimous Consent –object
- o to get information about business –point of information

Reminders for Workload Chairs

You may influence WHAT the members discuss:

- o if you would like to discuss something – motion.
- o if you would like to change a motion under discussion – amend.

You may influence HOW and WHEN the members discuss a motion:

- o if you want to limit debate on something - limit debate
- o if you want a committee to evaluate the topic and report back - commit
- o if you want to discuss the topic at another time - postpone or lay it on the table
- o if you think people are ready to vote - previous question

- o Follow the agenda to keep the group moving toward its goals.
- o Let the group do its work — don't over-command.
- o Control the flow of the meeting by recognizing members who ask to speak.
- o Let all members speak once before allowing anyone to speak a second time.
- o When discussions get off-track, gently guide the group back to the agenda.
- o Model courtesy and respect and insist that others do the same.
- o Help to develop the committee's skills in the parliamentary procedure by properly using motions and points of order.

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- Encourage members to present motions positively rather than negatively.
- Give each speaker your undivided attention.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.

Workload Agenda Template

Everything on the agenda should have a time limit and it is the job of the chair/co-chair to keep the meeting running and staying on track of those limits. Your agenda should include the following:

Call to Order (Chair/Co-Chair whichever is running the meeting basically starts the meeting)

Roll Call (Attendance of committee members present)

Reading and Approval of Minutes from Previous Meeting (This should be a roll call vote: chair states committee members name and you state your vote. Workload review committee minutes will be available to the unit staff within **72** hours of the meeting. Additionally, minutes should be sent to members prior to sending them out to the department so errors can be corrected. This ensures the vote at the upcoming meeting should be unanimous.)

Previous Business

New Business

Announcements/Comments from Audience

Adjournment

Links to use for Agenda and Minutes:

<https://www.med.umich.edu/NURSING/jit/forms/agendaTemplate.doc>

https://www.med.umich.edu/NURSING/jit/forms/workload_Review_Comm_Template_Minutes.docx