

Robert's Rules of Order

Medicaid Advisory Committee

Friday March 7, 2014

WHAT HAPPENS AT A MEETING

PART I

HIGHLIGHTS

- The Role of the Presiding Officer
- Quorum
- A Standard Order of Business
- Agenda
- Adjournment

The Role of the Presiding Officer

- This person enforces the rules and designates who is to speak at any given time. In our case the presiding officer is the **Chairperson**

QUORUM

- All members cannot expect to be present for every meeting. To prevent a small number of people present from making the decisions for the group at large they establish a **Quorum**- a minimum number of members who must be present to conduct official business. Our Quorum is six voting members.

A STANDARD ORDER OF BUSINESS

- **Calling the meeting to order**-The meeting begins when the chair calls the meeting to order
- **Approval of Minutes:** The minutes from the previous meeting are distributed a week in advance and the chair will ask if there are any corrections to the minutes, normally there is no objection however if there is dispute there can be debate and a vote. A motion would need to be made before any actions are taken
- **Content of Minutes**- Beginning, call to order, guest speaker, actions taken

A STANDARD ORDER OF BUSINESS

- **Reports:** We would then hear reports from officers and committees-Only the content will be reflected in the minutes
- **Unfinished Business:** (Old business) The only items to be discussed at this time are
 1. The items (if any) that was in the process of being discussed when the last meeting was adjourned
 2. Any items that were scheduled to come up at the last meeting but were not reached before adjournment

A STANDARD ORDER OF BUSINESS

- **New Business:** If a new business item appears on the agenda, it will be discussed in the order as dictated by the agenda..
- The members of the MAC have the ability to raise new business, however that item can be deferred to the next meeting if necessary

AGENDA

- An agenda sets out the order in which specific items are to be considered and sometimes sets specific time limits for those items to be discussed.

Adjournment

- This is the point at which we end the meeting.
- Even if there is unfinished business a majority may vote to adjourn

HOW DECISIONS ARE MADE AT A MEETING

PART II

HIGHLIGHTS

- The meaning of “Motion”
- How you get to speak at a meeting
- How a motion gets before a group
- How a group considers a motion

WHAT IS A MOTION?

- The primary purpose of any group that uses rules is to make decisions. To begin the process a member of the group offers a proposal by making a motion which must be seconded by another member. **A Motion** is a proposal by a member of the group that the whole group must take action on. The motion dies if there is no second.

MAIN MOTION

- A Main Motion is one whose introduction brings business before the group.
- There should be NO DEBATE on a matter before a motion regarding it has been made.
- Only one motion may be before the group for action at a time
- Amendments can be made-they have to be seconded, and then become the main business at hand. Have to decide on the Amendment before returning to the original Motion

HOW TO GET TO SPEAK AT A MEETING

- In order to make a motion or speak during a debate you must be recognized by the chair.
- The chair will recognize you.
- When you are authorized to speak you are said to “*Have the floor*” when finished speaking you then “*yield the floor*”; to the next speaker or the chair

How A MOTION GETS BEFORE A GROUP

- How To Make A Motion: After obtaining the floor you say “I move that” It is very important to say exactly what the words of the motion are to be, the group votes on exact language. It must be written down in the minutes
- Seconding a Motion: When one member has made a motion it must be seconded in order to be considered by the group. If not seconded the motion is not put before the group for discussion.

HOW TO GET TO SPEAK AT A MEETING

- **Stating the Question:** When a motion has been moved and seconded the chair says “It has been moved and seconded, and states the exact words of the motion.
- The chair must state the motion before it is brought before the group for consideration for two reasons
- 1. So everyone knows the motion before them
- 2. The chair must ensure that the motion is both in order and clearly phrased.

HOW A GROUP CONSIDERS A MOTION

- **Debate**-When a main motion has been stated by the chair it is said to be “on the floor” the debate means discussion on the merits of the proposed action. Whether action should or should not be taken-Time limits can be set
- **Putting the Question:** At this point the Chair would ask if there was any further debate. This is a way of asking if the group is ready to vote on the proposal.
- **Tabling a Motion:** A pending motion can be tabled for further discussion at future meeting by a majority of the committee. It can also be referred for further research or decision.
- **Results:** Immediately after the vote is complete, the chair announces the vote.

DEBATE

PART III

HIGHLIGHTS

- The Rules for Debate
- Motions that are and are not Debatable
- Limits of Debate
- Close Debate Immediately

The Rules for Debate

- **Who can Debate:** Generally the Chair will recognize the first person in order they ask to speak. You must wait until the previous person finishes speaking before requesting permission from the chair to speak. The person who makes the motion has the privilege to speak first
- **Stick to the Subject:** In debate what you say must relate to the motion under discussion.

The Rules for Debate

- **Debate Issues Not Personalities:** One of the most important rules of debate is that the proposal not the member is the subject of debate. Well a Vigorous debate is important it might intimidate people from taking part who might otherwise make important points.

The Rules for Debate

- **Formalities That Are Not Personalities.** Speak only to the chair during a debate. Also, avoid using peoples names and refer to them by their title if possible

Non Debatable Motions

- Limit on time to speak during a debate
- Adjournment

LIMITED OR EXTENDED DEBATE TIMES

- It is possible to extend or limit debate times with a two thirds vote
- That motion itself is not up for debate

Closing Debate (Call to Question)

- Frequently referred to as “Call to Question” this is a motion to immediately end debate.
- Requires a two thirds vote
- You cannot call to question if you have spoken for or against the motion in the same breath
- If there is there is any personal conflict which benefits you personally it must be declaimed before the committee

OPEN MEETINGS ACT

- All members are required to complete Open Meetings Act training within 90 days of appointment

POINT OF ORDER

- The Chair has the duty of making sure the rules are followed. Any member may draw the Chair's attention to a violation of the rules.
- To do so you stand up and without waiting to be recognized call out "Point of Order." The Chair says "The member will state their point of order" You can then tell them how you think the rules are being broken down. No second is needed and no vote is taken. The chair issues a ruling

POINT OF PRIVILEGE

- Privileged motions do not relate to pending business but have to do with special matters of immediate and overriding importance. These motions should, without debate be allowed to interrupt anything else.
- Example; “We cannot hear anything in the back”

POINT OF INFORMATION

- An inquiry as to facts affecting the business at hand. This is directed to the chair or through the Chair. to a member



Questions?