

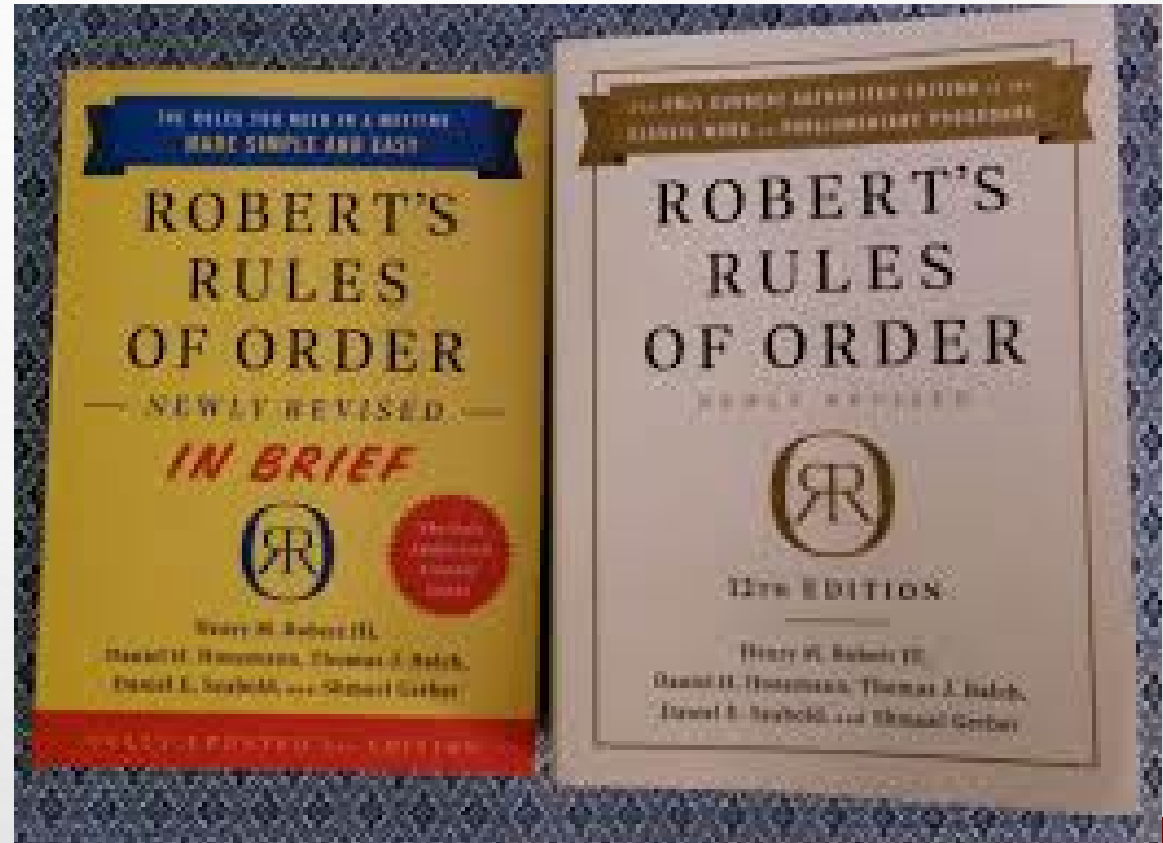
# **2023-2024 GEA AR TRAINING AND UEA HOUSE OF DELEGATES PROCEDURES**



## **Using Robert's Rules to Manage Meetings from Large to Small**



# PARLIAMENTARY PROCEDURE IS WE CONDUCT MOST MEETINGS



# **What Is Parliamentary Procedure And Why Is It Important?**

## **Using Parliamentary Procedures In Meetings.**





# What Is Parliamentary Procedure?

Parliamentary procedure, or Parliamentary law, is the code of rules and ethics for working together in groups – first established in 1580 and evolving to the most commonly used versions today, including Robert's Rules of Order.

Parliamentary law refers to the rules, laws, or regulations of organizations, governing the orderly, expeditious and efficient transaction of business and meetings and conventions. Without rules, there would be injustice and confusion. Hence, it is as necessary to follow the rules of Parliamentary law as it is to follow the rules of a ball game or a card game.

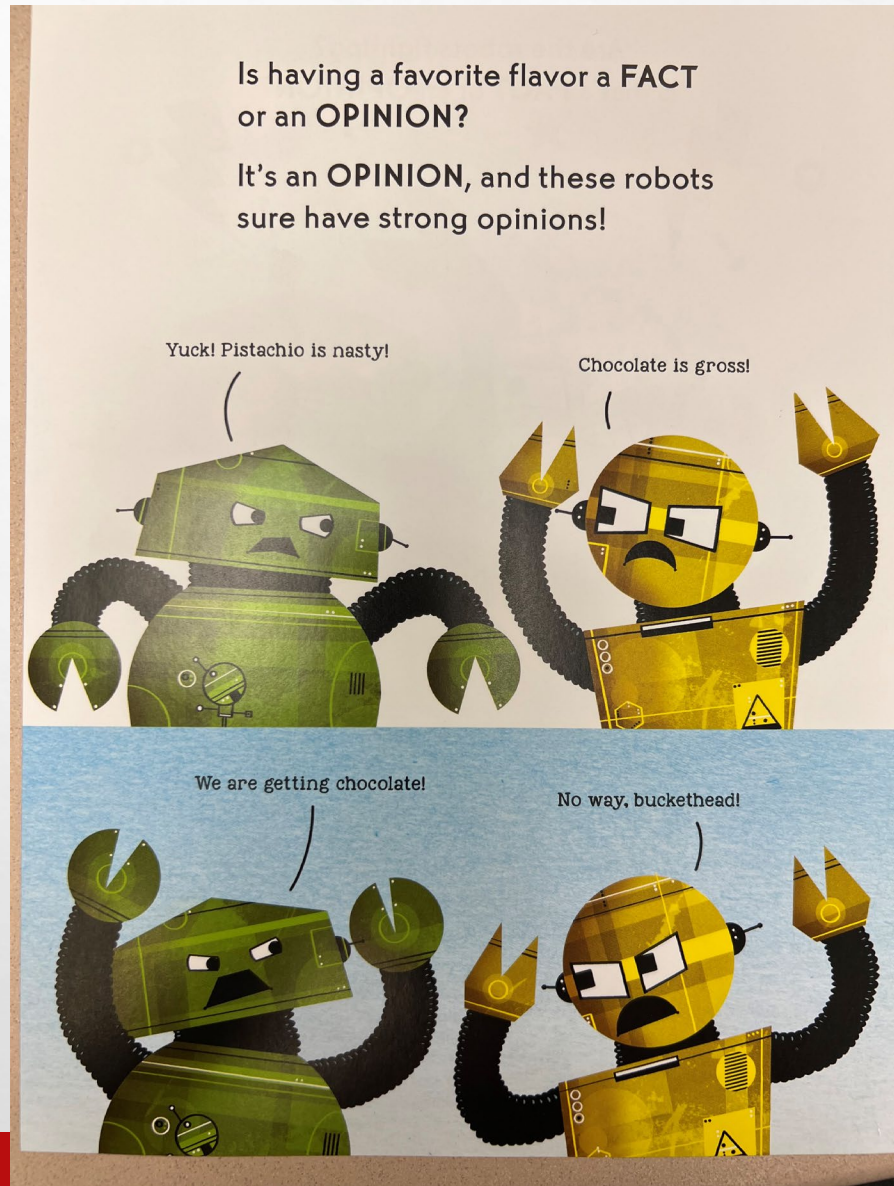


||| **FACTS** |||  
vs.  
**OPINIONS**  
vs.  
**ROBOTS**



**MICHAEL REX**







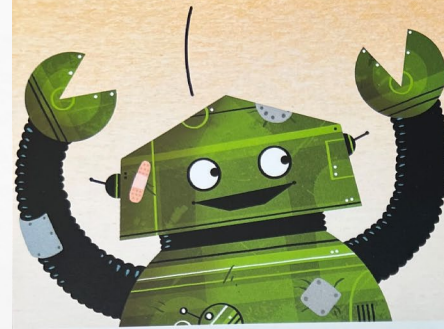
Are the robots fighting?  
Is that a **FACT** or an **OPINION**?



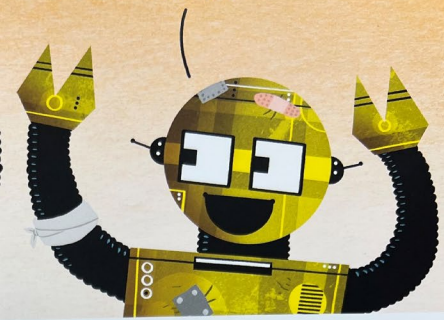
**FACT!**

Let's repair the robots and see if they can do better...

I want ice cream.



Me too!



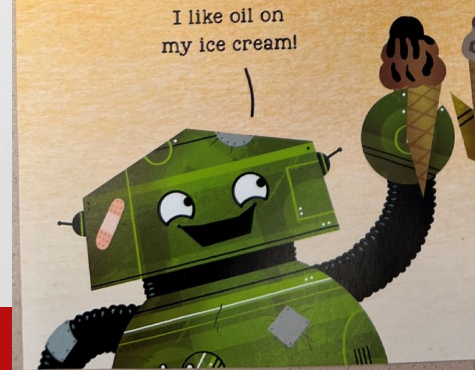
Yum! My favorite flavor is chocolate!



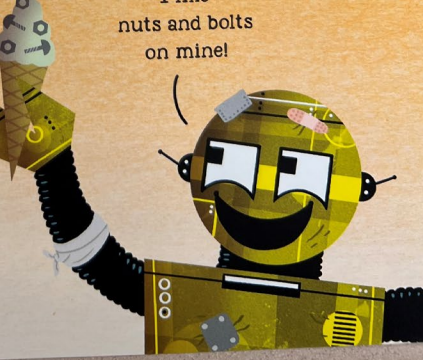
Yum! Mine is pistachio.



I like oil on my ice cream!



I like nuts and bolts on mine!





See how it helps to listen to each other's opinions?

Here are two more robots.

Let's see what happens with them . . .

Scary movies  
are the best!

But I like  
cute movies  
with puppies.



Don't be a baby.  
We're watching  
a scary movie.

Noooo!  
Please turn  
it off!

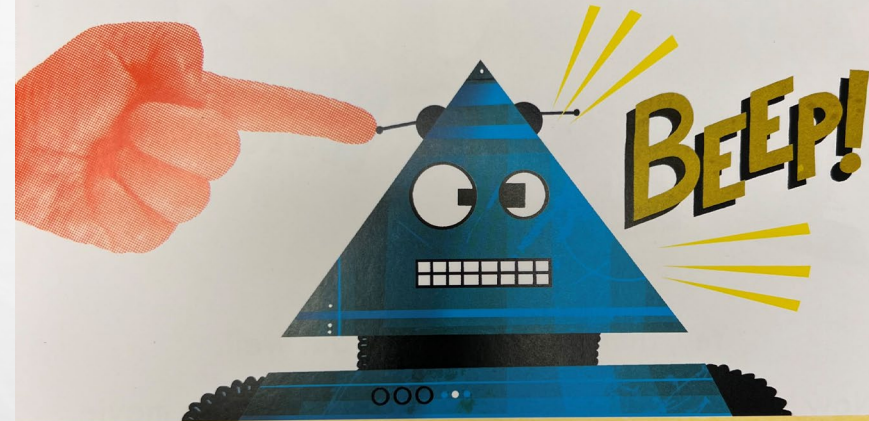
**BOO!**



Is the blue robot being a good friend?

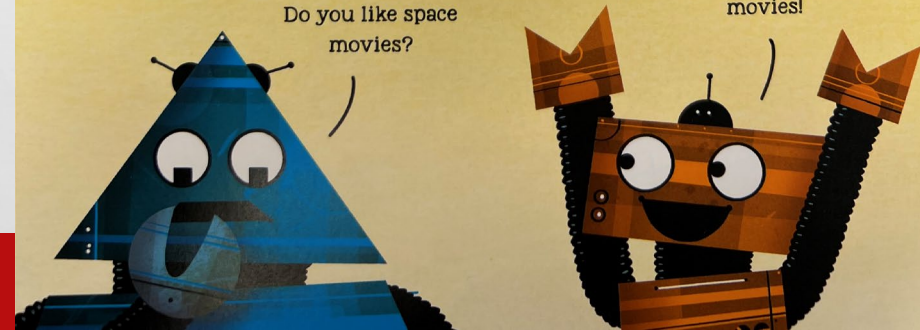
By ignoring the opinions of others,  
we can hurt their feelings.

Maybe the blue robot needs to be rebooted.



So you don't like  
scary movies. I don't  
like cute puppy movies.  
Do you like space  
movies?

Yes, I do!  
I do like space  
movies!





Yay! Let's  
watch a space  
movie now!

I hope there  
aren't too many  
humans in it!



Yay, that reboot worked out well.  
Now look who is back and wants to watch the movie.

I brought some  
popcorn.



These robots have figured out a lot!  
You see, when we respect the opinions  
of others, we can all






# The Beginning: Governing Documents.



**Constitution**

The UEA Constitution is the “fundamental document governing the structure and operation of the Association.”

The Constitution defines membership and affiliation requirements, provides for officers and a Board of Directors, and establishes the House of Delegates as the legislative body of the UEA.





# Governing Documents

A governing document gives an organization its legal existence.

The document identifies the organization's name, states its purpose(s), and describes its structure and internal procedures.

**It must be broad in scope to allow differing options.**

**It must be difficult to change.**

**The Next Step:  
Bylaws  
and  
Orders of the Day**





# Bylaws

Rules made by a company or society to control the actions of its members.

“The expulsion comes as a result of violation of the fraternity's constitution, rules, and by-laws.”

**More specific in nature.**

**Can be changed.**

## **Orders of the Day**

The procedures and business to be considered on a particular day.“

**Very specific in nature.**

**Can be changed.**



# Substantive Motions and Procedural Motions



# **Substantive Motions**

A substantive motion is a self-contained independent proposal submitted for the approval of the house and drafted in such a way as to be capable of expressing a decision of the house, e.g., all resolutions are substantive motions.

Substantive motions are the calls to action.



# Amendments

Amend = change



**Main Motions and Amendments are the only two substantive motions.**



## **Procedural Motions**

Procedural motions are all the other motions used in Parliamentary procedure. They control the meeting itself, but have no substance.



# Agenda

A list of items to be discussed at a formal meeting.

“The question of nuclear weapons had been removed from the agenda.”

**Very specific in nature.**

**Can be changed.**





# THE DREADED VOCABULARY LIST





# PARLIAMENTARY VOCABULARY

**AGENDA:** AN OUTLINE OF ITEMS TO ADDRESS AT A MEETING

**AMENDMENT:** ADDING ON TO A MOTION, USUALLY TO IMPROVE IT, ENLARGE ITS INTENT, OR TO MAKE IT MORE UNDERSTANDABLE

**APPEAL THE DECISION OF THE CHAIR:** TO QUESTION THE CHAIRPERSON'S DECISION AND ASK THE GROUP TO CHANGE IT

**APPOINT:** TO PLACE SOMEONE IN A JOB OR POSITION

**BYLAWS:** THE RULES A GROUP HAS AGREED TO FOLLOW AND THE GOALS OF THE ORGANIZATION

**CAUCUS:** GETTING TOGETHER OUTSIDE THE REGULAR MEETING TO DECIDE ON PLANS, POSITION, POLICY AND/OR PEOPLE TO NOMINATE

**CHAIR:** THE POSITION HELD BY THE MEETING'S LEADER

**COMMITTEE:** A GROUP THAT REVIEWS AND REPORTS ON A SPECIAL TASK GIVEN TO THEM BY THE LARGER MEMBERSHIP; A COMMITTEE MAY RECOMMEND ACTIONS TO BE TAKEN BASED UPON ITS FINDINGS

**GENERAL CONSENT:** APPROVAL BY THE GROUP. IF EVEN ONE MEMBER OBJECTS, A VOTE MUST BE TAKEN.

**MAJORITY OPINION:** THE DECISION OF MORE THAN HALF THE VOTING MEMBERS

**MINORITY OPINION:** THE POSITION HELD BY LESS THAN HALF OF THE VOTING MEMBERS

.

# PARLIAMENTARY VOCABULARY

**MINUTES:** OFFICIAL RECORD OF A MEETING

**MOTION:** A MEMBER'S PROPOSAL FOR ACTION

**NOMINATE:** TO RECOMMEND A PERSON FOR ELECTION TO OFFICE

**ORDERS OF THE DAY:** CALLING FOR THE GROUP TO GET BACK TO THE AGENDA OR THE MAIN BUSINESS OF THE MEETING

**PENDING:** STILL UP IN THE AIR AND UNDECIDED

**PERSONAL PRIVILEGE:** CALLING ATTENTION TO SOMETHING HAVING TO DO WITH THE WELL BEING OF THE PEOPLE AT THE MEETING, SUCH AS ASKING TO HAVE A WINDOW OPENED

**POINT OF INFORMATION:** ASKING FOR MORE INFORMATION BEFORE MAKING A DECISION

**POINT OF ORDER:** CORRECTING A MISTAKE THAT IS AGAINST THE RULES OF THE ORGANIZATION

**PRO TEM:** TEMPORARY

**PROXY:** PERMISSION GIVEN, USUALLY IN WRITING, BY ONE MEMBER FOR ANOTHER MEMBER TO VOTE IN HIS OR HER NAME..



# PARLIAMENTARY VOCABULARY

**QUESTION:** A MOTION THAT IS UNDER DISCUSSION WITH A VOTE TO BE TAKEN ON IT

**RECESS:** TAKING A SHORT BREAK

**RESCIND:** TO TAKE BACK OR WITHDRAW

**RESOLUTION:** USUALLY A POLICY STATEMENT BEING SUGGESTED TO THE GROUP FOR APPROVAL

**SECOND:** SUPPORT FOR A MOTION; BEFORE A GROUP CAN HANDLE A PROPOSAL, IT MUST KNOW THAT TWO PEOPLE WANT TO HAVE IT DISCUSSED

**STANDING COMMITTEE:** A COMMITTEE THAT GOES YEAR ROUND SUCH AS A PROGRAM PLANNING COMMITTEE

**SUSPENDING OF THE RULES:** DISCUSSING SOMETHING WITHOUT STICKING TO THE RULES OF THE MEETING

**VETO:** TO TURN THUMBS DOWN ON A MOTION OR IDEA

# Henry Robert on Parliamentary Procedure

The assembly meets to transact business, not to have members exploit their knowledge of parliamentary law. A business meeting is not a class in parliamentary law.

Parliamentary law should be the servant, not the master, of the assembly.

- Henry M. Robert  
- *Parliamentary Law*, p. 151









# **Using Parliamentary Procedures In Meetings**

## **UEA House of Delegates Procedures**



# Using Parliamentary Procedures In Meetings



- Must have a quorum to conduct any business at all
- Except as provided in the rules, members must be recognized by the chair before speaking
- Except when appealed to the assembly, the chair rules on all procedural issues
- Chair may not make motions nor debate questions, except speaks first and last in an appeal
- Chair may vote only to break a tie vote



# Using Parliamentary Procedures In Meetings

- Member obtains recognition by the chair
- Member states the motion
- Another seconds the motion when required
- Chair restates the motion for the assembly
- The motion is debated
- A vote is taken
- The chair announces the result of the vote



## **UEA STANDING RULE 6.**

### **PARLIAMENTARIAN**

## **ORDER OF BUSINESS AND DEBATE**

- **A. The adoption of the order of business of the House is the first item of business of the House.**
- **B. The House is conducted according to the provisions of the Articles of Incorporation, Constitution, Bylaws, and these Standing Rules. Except as otherwise specifically provided in these documents, the House is governed by the most current edition of Robert's Rules of Order.**



## **UEA STANDING RULE 6.**

### **ORDER OF BUSINESS AND DEBATE**

- **C. There is an official parliamentarian, to whom questions may be directed only through the presiding officer. The presiding officer may also refer questions to the Rules and Resolutions Committee. The parliamentarian and the Rules and Resolutions Committee may advise the presiding officer, but the presiding officer rules on all motions which require a ruling.**

## **UEA STANDING RULE 6.**

### **PARLIAMENTARIAN**

## **ORDER OF BUSINESS AND DEBATE**

- **D. Any delegate recognized by the chair states their name and the name of their local association before addressing the House.**
- **E. The sponsor or the sponsor's designated representative of a bill, new business item, or amendment, has three minutes to speak at the beginning of debate on the motion.**



## **STANDING RULE 6. ORDER OF BUSINESS AND DEBATE**

- **F. Using designated microphones, speakers alternate between those for and those against the motion as long as there are speakers. Procedural motions may be made by any delegate after the initial speakers for and against, but a motion to "object to consideration" is in order prior to the sponsor's speech.**
- **G. Debate is limited to three minutes for each speaker.**

## **UEA STANDING RULE 6. PARLIAMENTARIAN**

### **ORDER OF BUSINESS AND DEBATE**

- **H. No person may speak twice on a motion if there are other delegates desiring to speak on the motion.**
- **I. No delegate may make a motion after he or she has engaged in debate.**
- **J. Amendments to a main motion or motions to close debate may be offered at either the “For” or the “Against” microphone but cannot be made at the “Procedural motion microphone.”**



# **UEA STANDING RULE 6. PARLIAMENTARIAN**

## **ORDER OF BUSINESS AND DEBATE**

- **K. Amendments of more than ten words must be submitted to the chair in writing before the amendment is moved.**
- **L. A caucus may be called by two or more UniServs or four or more local associations.**
- **M. Caucuses will be limited to ten minutes.**

# The Cheat Sheet

<https://docs.google.com/document/d/1nzZpQmjGNDZWDPB6KY9I4TZ7hkJ59V-mu6l1tKE3ohk/edit?usp=sharing>





# QUESTIONS AND DISCUSSION

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