Training & Executive Coaching on: Making Meetings Work Better Demystifying the Rules of Order Building Better Decision Making Teams	Eli Mina, M.Sc., P.R.P. Meeting Mentor, Registered Parliamentarian		
Published Books	_ p		
 "101 Boardroom Problems & How to Solve Them" "Complete Handbook of Business Meetings" "Mina's Guide to Minute Taking" 	Wah Site: htt://www.elimina.com		

An Introduction to Rules of Order For Council Members of the

Robert's Rules of Order Newly Revised (RONR, 2011 edition)

INTRODUCTION TO RULES OF ORDER Eli Mina, PRP www.elimina.com

PARLIAMENTARY PROCEDURE (RULES OF ORDER)

Parliamentary Procedure is the combination of rules and customs that govern the conduct of business meetings. The information provided here is consistent with the current (11th) edition of Robert's Rules of Order Newly Revised RONR).

Hierarchy of governing documents (RONR Section 2):

- 1. Laws of the Land (applicable statutes)
- 2. Constitution and Bylaws
- 3. Rule book (e.g.: RONR) and Special Rules of Order

Purposes of the rules:

- To create the necessary structure and appropriate level of formality for a meeting
- To facilitate progress

To include individual members in discussion and shared decision-making on a "level playing field".

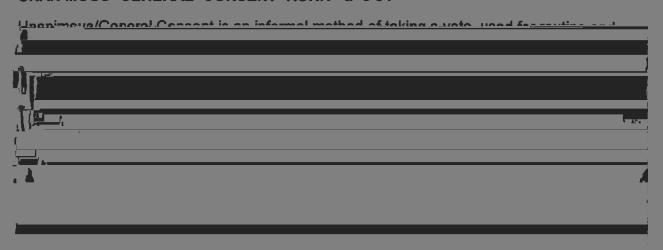
• To protect the rights of the majority, minority, individuals, absentees, and the organization

Voting outcomes:

- Most decisions require a majority vote (more than 50% of the votes cast) to adopt
- Under RONR (page 400) abstentions do not count.

 A tie vote means that a motion is defeated (no majority was obtained).

UNAN MOUS GENERAL CONSENT RONR a e 54





FRE UENTLY USED SECONDARY MOTIONS

