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Robert's Rules Of Order SparkCharts

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Robert's Rules of Order

INTRODUCTION

Robert's Rules of Order is the most widely used parliamentary procedure in the world. It is the only one that has been revised to reflect the needs of modern organizations. It is the only one that has been revised to reflect the needs of modern organizations. It is the only one that has been revised to reflect the needs of modern organizations.

EVOLUTION OF PARLIAMENTARY PROCEDURE

In early 19th century, government officials created procedures for their legislative bodies to their orders and thereby govern the process during the session. The parliament developed its own procedures for the purpose of discussion.

- The rules and procedures governing legislative bodies, commonly called **parliamentary law**, changed from England's Parliament, when English colonies across America, they produced their own rules, eventually of one subject at a time, alternating parliamentarianism with the goals of law and common sense in the hands of the people.
- The English parliamentary law would have great influence on the newly formed government of the United States.
- In 1875, the first edition of **Robert's Rules of Order** was published. The manual was the first official parliamentary procedure designed especially for government use.

in 1875, Luther Collins, then of the Massachusetts House of Representatives, published Collins's Manual, which attempted to develop a system for ordering legislative business. Collins's idea that each organization should develop its own rules of order proved to be impractical in practice.

- In 1876, army officer **Henry M. Robert** wrote a 700-page volume of rules for ordering business called the **Practical Manual of Rules of Order for Legislative Assemblies**. His publication drew the title to **Robert's Rules of Order**.
- In 1915, Robert published **Robert's Rules of Order Revised**, which incorporated, expanded, and clarified his earlier edition. Subsequent revisions followed: **Robert's Rules of Order Newly Revised** (first published in 1953; appeared in its most recent 100th edition in 2000).

BASIC UNDERLYING PRINCIPLES

- A quorum must be present to take legal action.** A quorum is the minimum number of members who must be present to conduct business legally.
- All members are equal.** Each member of an organization has equal rights; no member's vote counts more than another's.
- Members bring business before an assembly in the form of a motion.** A motion is a formal proposal of business.
- Only one formal proposal to take certain action may be under consideration at a time.** Members may consider only one main motion, or **main motion**, at a time. Members seeking to make **secondary motions** (which deal with how a main motion will be handled) must make them before adopting, rejecting, or disposing of the main motion.

THE DELIBERATIVE ASSEMBLY

A deliberative assembly is an organization or institution that meets regularly to discuss, deliberate, and make decisions on matters of public concern.

CHARACTERISTICS

- Assembly of equal members.** It is a group of a public nature, in international society, organization to bring to those who are also the members of the assembly.
- Legislative body.** It is constitutionally established, exercising the right of representation on the national, state, or local level, chosen by the electorate for a certain term of office.
- Board.** An administrative or managerial body of appointed or elected people, to manage the organization's business, e.g. body of mayors, senators, or congress members.
- Open meeting.** A meeting of an organization where the government interest is superior to the private interest. A series of laws, meetings may be held to regulate a permanent society. Executive also attends the meeting and is in agreement with the interest in the right to participate.
- Consensus.** An assembly of members who represent constituent subdivisions, for one session, delegates who hold power (representatives and senators) participate.

FUNCTIONS

- Meeting.** A group of members of members of one rank or area of public business for a term of time with no restriction except for a certain number; members do not convene during a meeting.
- Session.** A session may be a single meeting or a series of connected meetings with a single order of business, agenda, program, or topic (parliamentary meeting continued from one of the permanent members of the previous meeting).
- Types of meetings**
 - Regular.** A periodic business meeting of a permanent society held on a definite basis.
 - Special.** An assembly business meeting held on a definite time that requires a special meeting, occurring only for the specific business mentioned in the call to the meeting.
 - Adjourned.** A continuation of the same meeting, regular or special meeting.
 - Amended.** A meeting organized to amend reports of officers and committees, read reports of legislative committees in the future.
 - Executive session.** Any meeting or portion of a meeting in which proceedings are secret.

MEMBERS

Members of a deliberative assembly have the right to:

- Attend meetings
- Speak in debate
- Vote
- Propose and amend motions
- Appeal

- Members have the duty and responsibility to:**
 - Obey the rules
 - Follow the agenda of the society
 - Keep an attendance of the rules
 - Public program duties and properly executed

RULES OF THE ASSEMBLY

Every organization has a set of rules, which are commonly called **rules**. When each assembly, its rules are the standard and govern its operation. The hierarchy for these rules is as follows:

- Corporate charter.** A legal instrument, granted by state or federal law, that is used to incorporate an organization. Alternatively, a charter may be a certificate that a national or state organization requires to grant a group the right to form a local or subordinate organization. This form of charter is not an instrument of incorporation.
- Constitution.** A document defining the primary character, goals of the organization. Generally, the board is to have these rules contained in one document called the **bylaws**.
- Bylaws.** A document that defines how an organization functions. It includes all the rules that deal to their operation, and may include a change, **amend** and **amend**.
- Adopted by majority vote.**
- Superseded** only if they are in the nature of rules of order or if they are for their own suspension.

STRUCTURE OF BYLAWS

Bylaws are divided into the following articles:

- Name.** The assembly's name, full, exact, and properly qualified.
- Purpose.** The assembly's purpose, expressed concisely in a single sentence, with phrase in limited subject rights set off by a semicolon.
- Members.** Those who have the right to participate fully in the assembly's deliberative process include:
 - Options of members: regular, officers, standing, and all other rights and functions defined.
 - Qualifications or eligibility for membership.
 - Reserved duty and rank, the schedule by which they should be paid and evaluation of their membership will be determined for nonparticipation of duty and rank.
 - Resignation.
- Officers.** The structure of the assembly's officers, including:
 - Order of rank: usually president, vice president, secretary, treasurer, etc.
 - Term
 - Method of nomination
 - Method of election
 - Term of office and when a committee
 - Term of authority
 - Method for filling vacancies

RULES OF ORDER

The assembly's **rules of order** come from the assembly's prior parliamentary authority. **Special rules of order** are any action or regulation of parliamentary procedure that requires the assembly's authority. **Special rules of order** are:

- Adopted or amended** by two-thirds vote with previous notice.
- Superseded** by two-thirds vote, unless providing a continuing notice of its own repeal.
- Other rules** regarding **fundamental principles of parliamentary law**, including any question on a time, procedure, or subject or **basic rights of membership** (e.g., rules regarding quorum cannot be suspended).

STANDING RULES

Standing rules are rules relating to administrative rather than to parliamentary procedure (e.g., a rule requiring members to wear business-casual attire).

- Adopted** by majority vote.
- Amended** either by two-thirds vote without previous notice or majority vote with previous notice.
- Superseded** by majority vote.

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Synopsis

SparkCharts®: The information you need—concisely, conveniently, and accurately. Created by Harvard students for students everywhere, these study companions and reference tools cover a wide range of college and graduate school subjects, from Business and Computer Programming to Medicine, Law, and Languages. They'll give you what it takes to find success in school and beyond. Outlines and summaries cover key points, while diagrams and tables make difficult concepts easier to grasp. This six-page chart covers: Introduction to parliamentary procedure The deliberative assembly Motions Officers Minutes and standard order of business Committees Boards Mass meetings Conventions Amending bylaws Disciplinary proceedings Glossary of terms

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Customer Reviews

Procedural questions and challenges come up frequently at my organization's meetings. I can see this chart being very useful as an immediate reference that I can easily carry with me. The only thing I can't find is a definitive statement of what version of RR this is based on, that would be very helpful. Since there is a bullet noting the 10th edition as the most recent, I'm guessing this is based on the 10th version. The 11th edition is actually the latest version but I have a differences chart for 10 and 11, so this still works for me.

Bought these for all the members of the not-for-profit board I sit on - very handy reference to slip into the Board Binders, and was a great tool to walk them through some of the more intricate details of

Robert's Rules. Very well made and durable, and you can even write on them with a dry erase marker!

I gave this to all of the bod upon my installation as president. It will be a useful tool for use during our meetings

I have appreciated the condensed version.

Just what I was looking for. Plenty of information at your fingertips. Worth the money. Type is very small but it has to be. Not going to use this at meeting but review what you need and be informed.

Durable, well organized, helpful in fulfilling my needs, convenient to have on podium for fast referencing. I bought 2 copies to 'gift' to friends for their benefit.

Type is so small. Who can read it? Who's going to get out a magnifying glass in the middle of a meeting, where light isn't always optimal, anyway, and squint your eyes and optically scroll down to find the specific needed point. When you need an answer, you need it right away. Maybe if you really study this chart ahead of time and know exactly what is on it and where it is on it, then you'll know where to look to justify a cause of action. However, this is a chart, not the real Roberts' Rules. So it might not be trusted as an authoritative source. I'd just get the book. I've never used this in a meeting, but I have used the book . . . the updated and readable one. It's surprising how clear and well-written the new versions of the real book actually are. Much better than a page like this one.

After, sixty-years I need this clear statement on the various classes of motions, etc. Will use it as a reference in the next year or so. A very good overview.

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