

Robert's Rules of Order for PAC Meetings

It's great when PACs can run informally but when different ideas or disagreements arise it is important to have some rules to help manage that. Often PACs adopt Robert's Rules of Order to help govern PAC meetings, document business and to ensure order.

It is important everyone understands Robert's Rules of Order and how and when to use them.

MOTIONS

- Motions are made by a member as a formal proposal to move business along.
- PAC meetings generally require motions to adopt the agenda, to adopt the minutes from the last meeting, to introduce business, to amend a previous motion, to table business or to adjourn.
- Motions must be seconded by a second member, then discussed or amended as necessary and before being voted on.
- Any monies spent or acquired must be documented in PAC minutes through a motion; either the original motion to adopt the proposed budget, usually in September, or a new motion to amend the budget at a general meeting throughout the year.

VOTING

- After discussion and debate has been had, the Chair calls the question on the adoption of the motion and takes the vote.

USUAL PAC MEETING FLOW

1. Welcome, land acknowledgements, introductions, ensure quorum
2. Motion to adopt agenda and motion to adopt minutes
3. Special Presentation – if one is happening
4. Reports – Admin, Chair, Treasurer, DPAC, Various Committee reports etc.
5. Old Business – This would be business or items that need to be discussed or voted on that has been carried over or already discussed in a previous meeting.
 - Informally, this can look like topics for discussion and feedback gathering.
 - Formally, this would be items of business requiring motions with discussion or debate because all reporting would be done in the reporting sections.
6. New Business – This would be new items and business to discuss or vote on that have not been agenda items previously.
 - Informally, this can look like topics for discussion and feedback gathering.
 - Formally, this would be items of business requiring motions with discussion or debate because all reporting would be done in the reporting sections.

PROCEDURES FOR HANDLING MOTIONS

**Formally* - nothing goes to discussion without a motion being on the floor.

**Informally* – Go with the flow and ensure everyone is heard in a respectful manner.

1. Obtain the floor

- A member raises their hand, and the chair recognizes the member by name to take the floor to speak.

2. Make the Motion

- The member makes the motion: *I motion that (or "to") ...*
- Another member seconds the motion: *I second*

3. Discuss or Debate the Motion

- The chair opens the floor for discussion or debate by asking the person who made the motion to speak to motion first.
- Before speaking, all members obtain the floor. (See #1)
- Discussion and questions should only concern the motion on the floor.
- Here members can motion to amend the wording of the motion (which may require discussion and voting), motion to postpone the motion, motion to withdraw the motion, or motion to limit discussion to a set amount of time per member.
- When discussing and debating a motion:
 - Listen to other's thoughts, concerns, and views
 - Focus on issues, not personalities
 - Avoid questioning motives
 - Be polite and respectful

4. Vote on the Motion

- The chair puts the motion to a vote: *Are you ready for the question?*
 - If no one rises to obtain the floor, the chair can take the vote.
- The chair says: *The motion on the floor is that... All in favor?*
 - For counting votes PACs may choose to count members raised hands, verbal response individually or take secret ballots or polls
 - Usually votes in favor of the motion are counted first, followed by counting the against and then counting those who have abstained.
- The chair announces the result of the vote and whether it passes or fails.

Robert's Rules Cheat Sheet for PACs

COMMON MOTIONS:

<i>Motion to:</i>	<i>You say:</i>	<i>Opens for Discussion</i>	<i>Amendable</i>
Introduce Business (main motion)	"I motion that... "	Yes	Yes
Amend a motion	"I move to amend the motion by... "	Yes	Yes
Postpone a motion	"I move we postpone this matter until..."	Yes	Yes
End a debate or discussion	"I move the previous motion."	No *straight to vote	No
Adjourn	"I motion that we adjourn."	No	No

MORE FORMAL POINTS AND PROPOSALS:

<i>To:</i>	<i>You say:</i>	<i>Interrupt Speaker</i>	<i>Second Needed</i>	<i>Opens for Discussion</i>	<i>Amend</i>	<i>Vote Needed</i>
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Complaint about noise, temp, etc	"Point of privilege"	Yes	No	No	No	Chair decides
Vote on a decision of the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Yes
Consider something out of scheduled order	"I move that we suspend the rules and consider..."	No	Yes	No	No	Yes
Object to considering something undiplomatic or improper	"I object to consideration of this question"	Yes	No	No	No	Yes