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Robert's Rules of Order - Summary Version

The Rules

Point of Privilege

Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

Parliamentary Inquiry

Inquire as to the correct motion - to accomplish a desired result, or raise a point of order

Point of Information

Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

Orders of the Day (Agenda)

A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

Point of Order

Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

Main Motion

Brings new business (the next item on the agenda) before the assembly

Divide the Question

Divides a motion into two or more separate motions (must be able to stand on their own)

Consider by Paragraph

Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.

Amend

Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

Withdraw/Modify Motion

Applies only after question is stated; mover can accept an amendment without obtaining the floor

Commit/Refer/Recommit to Committee

State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

- Page 6.2 -

AGENDA
PLANNING BOARD MEETING
THURSDAY AUGUST 29TH, 2013
LISBON TOWN OFFICE
7:00 P.M.

1. CALL TO ORDER

2. ROLL CALL

___ Don Fellows (Chairman)   ___ Tyler Golletti   ___ Josh Holmes
___ Curtis Lunt (Vice-Chair)   ___ Dan Nezol   ___ James Lemieux
___ Karin Paradis

3. CHAIRMAN'S REVIEW OF MEETING RULES

4. WRITTEN COMMUNICATIONS

- Minutes of July 25th, 2013

5. NEW BUSINESS- Case #13-1 Larochelle Properties, LLC

- Application for the construction of a commercial building at 2 Canal Street Map U05 Lot 011

6. CODE ENFORCEMENT OFFICIAL BUSINESS

- Permit update

7. PLANNING ASSOCIATE OFFICIAL BUSINESS

- Update on Route 196 Master Plan

8. OTHER BUSINESS

9. ADJOURN TO WORKSHOP

- Discussion with Town Planner:
  - Design standards

Heights Parent Teacher Organization, Inc
PTO Meeting Minutes
September 15, 2009

Called meeting to order at 6:06 PM

Welcome and flag salute

Review PTO purpose
Heights PTO will follow the Roberts Rules of Order as our Parliamentary Procedures.
Lynn Bohm is Parliamentarian if any questions

Reading and approval of minutes...Carlia Shelkin
May 2008 minutes - correction made to spelling of Board of Education members name to Talanini
Minutes approved

President's Report...Frank Carti
- All committee chairs need to check the Heights PTO mailbox on a weekly basis
- All chair positions have been filled ; volunteers lists will be compiled and volunteers will be notified before the event
- Chairs should try to attend the PTO meetings before and after the event to update members
- Two volunteers are needed for the PTO table at VMS Back to School Night on September 24. Please let Stacy Duffy know if you are available.
- All letters, flyers, etc need to be approved by the Principal and the PTO.
- Need to get copies of flyers to Kathy O'Neal to put on Newsflash
- Looking into whether hotmail and MSN accounts will work on Newsflash this year
- Back to school night needs volunteers for the following PTO tables which will be setup in cafeteria: hospitality, class, parents, membership and fundraising including spirit wear. Sally Foster.

Thank you to Ms. Giardina, teachers and custodial staff for a great start to the year. Also, to all the committee chairs who have been preparing over the summer for the start of the school year.

Dates to Remember
September 15 – Submission of Gazette articles
September 16 – Class Parent Tea
September 22 – Simple Supper
September 24 – VMS Back to School Night
September 28 – No School

October 1 – Minimum day, Back to School Night

Simplified Roberts Rules of Order

- **Main ideas:**
  - Everyone has the right to speak once if they wish, before anyone may speak a second time.
  - Everyone has the right to know what is going on at all times.
  - Only urgent matters may interrupt a speaker.
  - The [members] discuss only one thing at a time.
- **How to do things:**
  1. **You want to bring up a new idea before the group.**
     After recognition by the [president], present your motion. A second is required for the motion to go to the floor for debate, or consideration.
  2. **You want a motion just introduced by another person to be killed.**
     Without recognition from the [president] simply state "I object to consideration." This must be done before any debate. This motion requires no second, is not debatable and requires a 2/3 vote.
  3. **You want to change some of the wording in a motion under debate.**
     After recognition by the [president], move to amend by
     1. adding words,
     2. striking words or
     3. striking and inserting words.
  4. **You like the idea of a motion under debate, but you need to reword it beyond simple word changes.**
     Move to substitute your motion for the original motion. If it is seconded, debate will continue on both motions and eventually the body will vote on which motion they prefer.
  5. **You want more study and/or investigation given to the idea under debate.**
     Move to refer to a committee. Try to be specific as to the charge to the committee.
  6. **You want more time personally to study the proposal under debate.**
     Move to postpone to a definite time or date.
  7. **You are tired of the current debate.**
     Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3 vote.
  8. **You have heard enough debate.**
     Move to close the debate. Requires a 2/3 vote.
     Or move to previous question. This cuts off debate and brings the assembly to a vote on the pending question only. Requires a 2/3 vote.
  9. **You want to postpone a motion until some later time.**
     Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3 vote. A majority is required to table a motion without killing it.
  10. **You want to take a short break.**
      Move to recess for a set period of time.
  11. **You want to end the meeting.**
      Move to adjourn.
  12. **You are unsure that the [president]has announced the results of a vote correctly.**
      Without being recognized, call for a "division of the house." At this point a standing vote will be taken.
  13. **You are confused about a procedure being used and want clarification.**
      Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The [president] will ask you to state your question and will attempt to clarify the situation.

Brownsville Independent School District
Board Of Trustees

Regular Board Meeting
May 7, 2013
5:30 P.M.

Administration Building
1900 Price Road
Brownsville, Texas 78521-2417

A G E N D A

NOTE: The Board of Trustees may go into Closed/Executive Session to deliberate any item on this agenda as authorized by the Texas Open Meetings Act, Texas Government Code Chapter 551.

Board policy BE (Local) - limits debate for the two opportunities Robert's Rules permits a Trustee to speak on a motion to two minutes for the first speaking opportunity and one minute for the second opportunity.

I. Meeting Called to Order.

II. Moment of Silence.

III. Pledge of Allegiance.

IV. Roll Call.

V. Recommend approving the **agenda** of the **Regular Board Meeting of May 7, 2013**, with any corrections/deletions.

VI. Recommend approving the **Consent Agenda.** The Board has agreed to discuss the following items. All of the items below that are not called out will be approved by consent.

(All presentations limited to five (5) minutes)

VII. **Superintendent's Report**
   A. **Conference Presentations:**
      1. Presentation of Special Olympics Athletes.
      2. Recognition of UTB/TSC Center for Civic Engagement Spring Activity Winners.
      3. Recognition of James Pace High School Masterminds Team.
      4. Recognition of Hanna Band Directors - VanderCook College of Music, Chicago Illinois.

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But these committees wait for their turn and inform them after the permanent committees make their reports. This commercial framework order is really all you need to develop your meeting agenda. Reports of officers, tables and permanent committees. 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Protocol == \ "HTTPS: \"? Before doing something more, make sure everyone agrees with the record of that meeting. Official reports, boards and permanent committees. Your leadership team should be working over time between meetings Membership, and you must listen to what they have been doing before venturing to take too many decisions. Special Committee Reports. If your group has appointed special committees for specific purposes, you also need your information. And Mr. Robert is the man with the plan. But these committees S wait for your turn and inform the permanent committees make your reports. Special orders. sometimes you need to schedule particular business elements before going through the postponed things of a previous meeting. New business If time permits, you can address the topic of new businesses. Everything you have to do so that the best use of your meeting time is to connect your details in the program and go! The Term The order of the business refers not only to the complete sequence of the business classes within the order of business, but also to any Individual business Everything you have to do to make the best use of your meeting time is to connect your details in the program and go! The order of business refers not only to the complete sequence of the classes of Within the order of business, but also to any individual business class. In other words, when it comes to a single class business within the order of business, the unique class can also be referred to as an order . "," Blurb ":" "," authors ": [{" Authorid ": 9838," Name ":" C. Robert's rules give your group an standard business order, which It is simply a sequence to occupy each kind of different businesses in order: reading and approval of minutes. Special orders. Before doing something else, you must finish what you already started. Robert's rules provide your group with an standard business order, , which is simply a sequence to occupy each different business class in order as follows: reading and approval of minutes. important things that occurred at your previous meeting. Before doing something else, make sure everyone agrees with the record of that meeting. These business articles and statute requirements qualify as special orders. Unfinished business and general orders. Before doing something else, you must finish what you already started. It's as if you had to clean your plate before getting dessert. It is a kind of how you have to clean your plate before getting the dessert. If you have adopted Robert's rules, much of your meeting planning has been made for you. Sometimes, you must schedule particular business articles before spending the postponed things of a previous meeting. 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