

A wooden gavel with a polished handle and a four-tiered head, resting on a light-colored book. The book's cover has the words 'COURT RULES' printed on it. The background is a wooden surface.

Robert's Rules: A Brief Overview

GPSC General Assembly Meeting

September 6, 2011

What's The Point?

- Ensure majority rule
- Protect the rights individual members, absentees and those in the minority on an issue
- Provide order, fairness and decorum
- Facilitate the transaction of business and expedite meetings

Documents and Procedures Guiding GPSC GA

- GPSC Bylaws: available at GPSC Website
 - <http://gpsc.duke.edu/business/by-laws/>
- State and Federal Law
- Rules Sheet
- Questions: Attorney General

"We will conduct this mediation effort according to 'Robert's Rules of Order' and if need be, by the 'Marquis of Queensbury's Rules.'"



General Structure of GPSC GA Meeting

- *Free Food and Drink!*
- Call to Order at 6:30 sharp
- Guest Speaker(s)
- Announcements: Officer Reports
- Approval of the Minutes of the Previous Meeting
- Unfinished/Old Business
- New Business
- Adjournment



Robert's Rules of Order: General

Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

- GPSC Vice-President will chair GA meetings in general (Bill Hunt)
- All members have equal rights, privileges and obligations
- Obtain the floor (the right to speak) by raising your hand and waiting to be recognized by the Chair before speaking
- Generally, lack of participation means consent
- All remarks must be directed to the Chair. Remarks must be courteous - avoid all personalities, never allude to others by name or to motives

How To Handle A Motion In Six Steps

1. GA Member makes a motion

2. Motion must be seconded by a GA member

3. Chair restates the motion and opens debate

4. Amendments can be made if necessary

5. The chair restates the motion

6. The chair calls for a vote and announces result

Robert's Rules of Order: Points

- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

Robert's Rules of Order: Ending a Meeting

- Motion to dismiss the meeting is required
- For more information: see your cheat sheets, GPSC Bylaws
- Questions?

