

The following are taken from Robert's Rules for Dummies. It is a great book and easy to read.

SOME MYTHS

- The Parliamentarian makes rulings to decide procedural questions
The parliamentarian's job is to advise the presiding officer and give an opinion when asked. **IT IS THE** chair that makes the ruling on a point of order or answering a parliamentary inquiry.
- A motion that's adopted without being seconded is void.
First we need to understand the purpose of a second to a motion. If only one person - the one making the motion - wishes to discuss a topic, then it is not productive to take time on the subject.
A second simply verifies that others are interested in a discussion. If a member debates an unseconded motion, vote on an unseconded motion or it is adopted, the motion is presumed to have a second because members discussed it or acted upon it.
- The chair should always ask for unfinished business
The Presiding officer and the secretary aren't doing their jobs if neither knows whether the group has any unfinished business. Unfinished business is business brought over from an earlier meeting. It is a motion not finally disposed of or postponed from the prior meeting or pending when the meeting adjourned. **IT IS NOT** an opportunity to bring up old ideas that were previously rejected.
The Presiding officer does not ask for unfinished business, but would state "Under Unfinished Business the first item of business is _____."
(The expression "old business" should be avoided, since it may incorrectly suggest the further consideration of matters that have been finally disposed of.)
Or the Presiding office may simply state – "There is no unfinished business."
- The chair must call for nominations from the floor **THREE** times
The chair needs only to determine that no member wishes to make another nomination. It may take only one call for further nominations or it could take several times. The motion to close nominations is never in order as long as anyone wishes to make a nomination. It is typical that when the chair realizes that all nominations have been made, they simply declare nominations closed.
- Motions don't take effect until minutes are approved
A motion is in effect upon adoption, unless the motion provides for some other effective date. The fact that minutes aren't yet approved has nothing to do with whether a motion is in effect. Approving minutes only approves the record of the adoption of the motion, not the motion itself.

Robert's Rules of Order – a great tool for every unit. Consider obtaining one for your unit to reference when questions arise at your meeting. Feel free to contact me with your questions.