

**Robert's Rules of Order Chart**  
**Etiquette for Convention 89 - Please Use the RAISE HAND FEATURE on ZOOM**

What you want to do:	USE RAISE HAND FEATURE ON ZOOM	When you may interrupt the Speaker	When a Second Needed	When Debatable	When Amendable	Decided by Convention:
Adjourn	"I move to adjourn."	No	Yes	No	No	Majority vote
Recess	"I move to recess for/until..."	No	Yes	No	Yes	Majority vote
Complain about hearing, comfort, etc.	"Point of privilege..."	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question."	No	Yes	No	No	Majority vote
Suspend further consideration of something	"I move to table this matter."	No	Yes	No	No	2/3 vote
Postpone deciding the question	"I move to postpone this matter until..."	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move to amend this motion by..."	No	Yes	Yes	Yes	Majority vote
Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority vote

The motions and points listed above are in order of preference. When a motion or point of inquiry is pending, only those listed *above* the pending point may be raised.

What you want to do:	USE RAISE HAND FEATURE ON ZOOM	When you may interrupt the Speaker	When a Second Needed	When Debatable	When Amendable	Decided by Convention:
Redress any violation of the body's Rules	"Point of order..."	Yes	No	No	No	Chair
Request information	"Point of inquiry..."	Yes	No	No	No	N/A
Verify a recent voice vote by actual count (before next motion only)	"I call for division."	Yes	No	No	No	Majority vote
Prevent body from considering a matter	"I object to considering this question."	Yes	No	No	No	2/3
Consider a suspended matter	"I move to take from the table..."	Yes	Yes	No	No	Majority
Reconsider a previous motion	"I move to reconsider..."	Yes	Yes	No	No	2/3
Consider something out of schedule	"I move to suspend the rules to consider..."	No	Yes	No	No	2/3
Vote on the Chair's decision	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The motions and points above have no precedence. Any of them may be raised in response to any motion or question, with the exception of the three items in gray (motion to adjourn, motion to recess, and point of privilege)

Dear Delegates of the Diocese of Rochester,

The ideal meeting is controlled with careful measures that make the meeting run smoothly. The key is to reach the goals that were set before the meeting as efficiently as possible. Robert's Rules of Order was created exactly for this purpose. It's a well-known strategy for keeping meetings on point and maintaining fairness in all meeting processes. While Robert's Rules have traditionally been applied to in-person meetings, there's no reason they cannot be helpful for our ONLINE Convention. Below is a basic introduction to Robert's Rules of Order, not to be intimidating or suggest we will enforce strict rules, but rather information on the working of Convention.

### **A Designated "Chair" Maintains Control**

At Convention 89 (governed by Robert's Rules of Order according to our Constitution and Canons and Rule 20 of our Rules of Order), Bishop Singh is the Chair. The Bishop's job is to make sure that the meeting stays on track. This can include responsibilities such as reading agenda items, stopping arguments, and interrupting when a discussion has gone on too long.

### **Everyone Else's Job is To Stay on Topic**

To make the Bishop's job easier, each participant has a responsibility to stick to the topic at hand (also called a motion in Robert's Rules) without going off on a tangent. It can be tempting to talk about what you want to talk about, even if it's not related to what's going on in the meeting. Take one for the team and resist. The better the group sticks to the topic, the more progress will be made and the faster the convention will be over.

### **Participants Get Their Turn to Speak**

When someone wants to make a comment about a motion, they must use the **RAISE HAND feature on ZOOM** to be called upon by the Bishop. The Bishop will call on delegates in a fair order, allowing everyone who wants to speak on an issue to have their turn, subject to the time limits adopted by the Convention. Before any individual can speak again, the Bishop ensures that everyone has spoken in that round of comments. This method keeps anyone from speaking out of turn, talking over others, or having side conversation.

### **Courtesy and Professionalism are Paramount**

Above all, all participants, including the Bishop, are expected to act professionally. Discussions should be held with the goal in mind, and individuals should keep any personal issues or ulterior motives out of it. Being courteous, respectful and congenial in all meeting interactions will not only make the meeting more pleasant, but also keep it going strong.

### **Rules to Remember**

The above guidelines set the tone and pace of the meeting and lay the groundwork for applying the Rules. The actual Rules dictate how certain situations should be handled. These are a few that can be put into place in Our online meeting by using the **RAISE HAND feature on ZOOM**.

The RAISE HAND feature may be used to address the Bishop during Convention. Instructions for using the RAISE HAND feature for Motions and Points, unless the Bishop instructs otherwise, are:

- Click on Raise Hand feature (Remember, your first and last name will automatically appear once you hit enter).
- Steve Richards, Communications Specialist will send you a message for you to unmute, announce your name to the Bishop. The Bishop will ask you to speak.

**“Point of privilege”:** When someone wants a, “point of privilege,” they do so when someone else is talking. Interrupting the speaker seems to contradict the rules, but in this case, it’s important for keeping order in the meeting. Someone can use “point of privilege” to note some noise, other distraction or electronic/Zoom issue that is causing problems in the meeting. The Bishop then decides what action to take.

**“Point of information”:** This is another case where the speaker can be interrupted. When using the “point of information” rule, the individual does so to ask for more information or ask the speaker a question. It comes into play to help avoid confusion and aid decision-making.

**“I move that we table it”:** You may have heard this phrase used in a meeting before. It’s used to halt the discussion for the time being until a later meeting. This can be necessary when there are more agenda items to take care of and the discussion on that current topic can’t be resolved. Someone must “second” the motion to table an agenda item, and it needs a majority vote to pass.

### **Main Motions to Introduce New Business**

#### **Obtaining and assigning the floor (This is the procedure will be used for all Main Motions)**

- A participant uses **RAISE HAND feature on ZOOM** and waits to be acknowledged by Steve Richards, Communications Specialist.
- Steve will call out the participants name and ask the participant to unmute.
- The Bishop recognizes the participant by saying: "Please speak, you have the floor".
- The recognized participant will thank the Bishop, and then continues to make the motion or point.

**Note.** It is never proper to use the "Raise Hand" feature in ZOOM or to raise your hand on your video feed to be acknowledged while another is speaking. You may interrupt the speaker by using the **RAISE HAND feature** on zoom to make your point or motion as instructed above.

#### **How the Motion is Brought Before the Assembly**

- The participant makes the motion: *I move that (or "to") ...* and then mutes themselves.
- Another participant seconds the motion by using the "Raised Hand" feature on ZOOM. *Steve will indicate that we have a second.*
- The Bishop states the motion: *It is moved and seconded, Is there any discussion?*

#### **Consideration of the Motion**

- Participants can debate main motions before the question is voted on or otherwise decided.
- Before speaking in debate, participants must obtain the floor by using the **RAISE HAND feature/**
- The maker of the motion has first right to the floor.
- Debate must be confined to the merits of the motion.
- Debate can be closed by order of the assembly (2/3 vote), by the Bishop if no one seeks the floor for further debate through the **RAISE HAND feature** ", by the Bishop if applicable time limits are met, or by other appropriate parliamentary action.
- If no one else has used the **RAISE HAND feature** ", the Bishop proceeds to take the vote.

#### **The Bishop puts the motion to a vote after discussion (if any)**

- the Bishop will ask: *"Are we ready for the question?"* and then repeats the motion.
- Delegates will use the **RAISE HAND feature in Zoom** to vote: The Bishop will ask the questions below in the following order.
  - Those in favor?

- Those opposed?
- Those abstained?

### **The Bishop announces the result of the vote**

- *The majority is in favor, the motion carries.* (Indicating the effect of the vote), or
- *Those opposed have it and the motion fails.*

### **If the count may be incorrect, a participant calls for division**

- If any participant feels that the tally of hand raised votes is incorrect, they may call for division.
- Any call for division, unless the result of the previous vote was obvious (e.g. a unanimous or nearly unanimous vote) must be honored.
- Bishop Singh will instruct the body on how to vote (e.g. by show of Raised Hands once again), and the body will vote accordingly.

### **WHEN DEBATING YOUR MOTIONS**

- Listen to the other side
- Be polite
- Focus on issues, not personalities
- Avoid questioning motive

### **MAIN MOTION**

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Participant: "Bishop Singh, I move that \_\_\_\_\_."

### **AMENDING A MOTION**

You want to change some of the wording that is being discussed. (Choose one of the following)

- After recognition, "Bishop Singh, I move that the motion be amended by adding the following words \_\_\_\_\_."
- After recognition, "Bishop Singh, I move that the motion be amended by striking out the following words \_\_\_\_\_."
- After recognition, "Bishop Singh, I move that the motion be amended by striking out the following words \_\_\_\_\_ and adding in their place the following words \_\_\_\_\_."

Please also provide your suggested wording on the Amendment form or **through the Chat function**.

### **REFER TO A COMMITTEE**

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Bishop Singh, I move that the question be referred to a committee made up of participants Smith, Jones and Brown."

### **POSTPONE DEFINITELY**

You want the participants to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Bishop Singh, I move to postpone the question until \_\_\_\_\_."

### **PREVIOUS QUESTION**

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Bishop Singh, I move the previous question."

### **POSTPONE INDEFINITELY**

You want to stop action on a motion that is being discussed.

- After recognition, "Bishop Singh, I move to postpone the question indefinitely."

### **RECESS**

You want to take a break for a while.

- After recognition, "Bishop Singh, I move to recess for ten minutes."

### **ADJOURNMENT**

You want the meeting to end.

- After recognition, "Bishop Singh, I move to adjourn."

### **CALL FOR ORDERS OF THE DAY**

At the beginning of the meeting, the agenda was adopted. Bishop Singh is not following the order of the approved agenda.

- After recognition, "Call for orders of the day."

### **SUSPENDING THE RULES**

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, " Bishop Singh, I move to suspend the rules and move item \_\_\_\_\_ up in the agenda."

### **COMMITTEE OF THE WHOLE**

You are going to propose a question that is likely to be controversial and you feel that some of the participants will try to defeat it. Also you want to keep out visitors and the press.

- After recognition, " Bishop Singh, I move that we go into a committee of the whole."

### **SPECIAL INSTRUCTION FOR ONLINE MEETINGS for the following points and appeal:**

Use the **RAISE HAND** feature as instructed above, refer to procedures for "Obtaining the Floor" above.

### **POINT OF PERSONAL PRIVILEGE**

The noise outside the meeting has become so great that you are having trouble hearing, the temperature in the room is uncomfortable, there is an electronic/Zoom issue or some other concern.

- "Bishop Singh, Point of personal privilege."
- Bishop Singh: "State your point."
- Participant: "There is too much noise, I can't hear."

### **POINT OF ORDER**

It is obvious that the meeting is not following proper rules. For example, a motion is passed without the right kind of vote, or a participant is breaking the rules of debate.

- " Bishop Singh, I rise to a point of order," or "Point of order."

### **POINT OF INQUIRY**

You are wondering about some of the facts under discussion, such as the balance in the Diocesan Accounts when expenditures are being discussed.

- "Bishop Singh, point of inquiry."

### **POINT OF PARLIAMENTARY INQUIRY**

You are confused about some of the parliamentary rules.

- "Bishop Singh, Point of parliamentary inquiry."