

Robert's Rules of Order Chart

Etiquette for Convention - Please Use the **Chat Feature** on ZOOM

What you want to do:	What you will TYPE in CHAT	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:	What you will TYPE in CHAT	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,

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 can't be helpful for our ONLINE Convention. Here's a basic introduction to Robert's Rules of Order so you can use them for our Convention.

A Designated "Chair" Maintains Control

At Convention (governed by Robert's Rules of Order according to our Constitution and Canons), Bishop 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 **"Chat" 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. 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 keep things professional. 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 easily be put into place in Our Convention online meeting by using the **"Chat" feature on ZOOM**.

The "Chat" feature may only be used to address the Bishop during Convention. Instructions for using the Chat for Motions and Points unless the Bishop instructs otherwise:

- Click on Chat (Remember, your first and last name will automatically appear once you send.
- Type in the "short" name of your church and the location. Example Redeemer, Addison, Christ, Rochester, Good Shepherd, Webster.
- Next, type the motion or point (highlighted on chart above) you would like heard, press enter to send.
- Secretary to convention monitoring the Chat, will announce your name & church and unmute you and ask you to speak when appropriate.

“Point of privilege”: When someone wants “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 or other distraction 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 "specific" later time/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

- A participant uses the "Chat" feature" on ZOOM and waits to be acknowledged by the Secretary
- Secretary will call out the name and church of the participant
- The Bishop recognizes the participant by saying: "Please speak you have the floor"
- The recognized participant will thank the Bishop, and then continue

Note. It is never proper to use the "Raise Hand" feature in ZOOM to be acknowledged while another is speaking. If your point or motion is one that according to the chart says that you can interrupt the speaker by using the chat 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: *Bishop 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 "Chat" 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 only by order of the assembly (2/3 vote) or by the Bishop if no one seeks the floor for further debate through the "Chat".

The Bishop puts the motion to a vote

- Bishop asks: *Are you ready for the question?*
- If no one has used the "Chat", the Bishop proceeds to take the vote.
- Bishop says: *The question is on the adoption of the motion. "All in favor, say 'Aye' by using the "Raise Hand" feature in the zoom (Pause for ZOOM hand count) Those abstained please say 'Nye' using the "Raise Hand" feature in the zoom. As many as are Abstained, use the same process.*

The Bishop announces the result of the vote.

- *The ayes have it, the motion carries, and ..(indicating the effect of the vote) or*
- *The nays 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 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, I move that_____."

AMENDING A MOTION

You want to change some of the wording in the motion that is being discussed.

- After recognition, " Bishop, I move that the motion be amended by adding the following words_ _____."
- After recognition, " Bishop, I move that the motion be amended by striking out the following words_ _____."
- After recognition, " Bishop, I move that the motion be amended by striking out the following words_ _____ and adding in their place the following words_____."

REFER TO A COMMITTEE

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

- After recognition, " Bishop, I move that the question be referred to a committee made up of participants (Example ; 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, 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, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, " Bishop, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

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

RECESS

You want to take a break for a while.

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

ADJOURNMENT

You want the meeting to end

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

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, " Bishop, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

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

- Without 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, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

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

- Without recognition, "Point of personal privilege."
- Bishop: "State your point."
- Participant: "There is too much noise, I can't hear."

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 kill it by various maneuvers. Also you want to keep out visitors and the press.

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

POINT OF ORDER

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

- Without recognition, "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 treasury when expenditures are being discussed.

- Without recognition, "point of inquiry."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE BISHOP

Bishop has made a decision that you wish the body to vote on.

- Without recognition, "I appeal from the decision of the Bishop"