

SUMMARY OF ROBERT'S RULES OF ORDER

Adapted from www.robertsrules.org

INTRODUCTION

Robert's Rules of Order (RRO) is a respected method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization. Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups.

For the Barrio Logan Community Plan Update participation process, RRO will be **utilized in Stakeholder Committee meetings to manage motions and votes for recommendations on agenda items and action items**. The resulting recommendations will form the basis of the recommended land use alternative that will be forwarded to the City Council for adoption.

PROCEDURES

Prior to initiating motions and votes, the meeting facilitator will guide discussion on information items and recommendations among the Committee and community members in attendance, and advisory votes among Committee members.

Information Items and Recommendations

As outlined in the *Community Participation Framework & Stakeholder Committee Deliberation And Decision-Making Procedures* document provided at the May 27, 2008 Stakeholder Committee meeting, the "**Information Items**" portion of each agenda will allow for detailed presentation and discussion among Committee and community members about information related to the Update.

At key junctures in the process the Committee will develop **recommendations** that will be used to inform the plan and drive the final preferred alternative. As information items, the facilitator will guide development of recommendations during open but managed discussions among Committee and community members, but advisory votes will occur among Committee members at the subsequent meeting.

Action Items, Motions and Advisory Votes

At the subsequent meeting, the facilitator will re-introduce the recommendation from the previous meeting under the "**Action Items**" portion of the agenda, which provides the venue for offering and voting on official recommendations from the Committee.

To initiate discussion, the facilitator will briefly recap the previous meeting's discussion points that led to the recommendation, and ask for any additional comments from the Committee and the community members in attendance before asking for a motion. The facilitator will then re-state the recommendation for consideration, which any Committee member may offer as a motion. A **motion** is a proposal that the entire membership take action or a stand on an issue.

To present a motion, a Committee member, or *mover*, must:

1. Be recognized by the Facilitator as having the floor;
2. Make the motion in a clear, concise, and affirmative manner that is on-topic to the discussion and emerging recommendation as, "I move that the Committee..."
3. Wait for someone to second the motion, which the Facilitator will request of the membership;
 - a. If there is no second, then the motion is lost, and the Facilitator will revive general discussion about alternative recommendations.
4. Speak first in more detail about the motion, if desired, after a second is moved;
5. Allow the Facilitator to guide additional discussion among other Committee members;
6. Modify the original motion if desired by other Committee members and agreed to by the mover;
7. Allow the Facilitator to ask the membership if discussion is complete, and if they are ready to conduct an **advisory vote** on the motion.
8. Allow the Facilitator to call for the advisory vote by raise of hands for "Aye/Yes," "No," and "Abstain," with the facilitator calling out the tallies for the record.