Robert’s Rules: How to use it during Plenary Sessions and Work Meetings

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Reunión Regional del IEEE Región 9
Salvador, Bahia, Brazil
April 2011 / March 2014
These guidelines have been developed to assist in conducting a smooth, timely and efficient meeting:

- Address all remarks to the Chair, the Regional Director, Norberto Lerendegui.

- If you wish to be recognized, raise your hand and get the attention of the Regional Secretary, Antonio Calderon, who will be keeping a list of speakers for the Chair.
• Keep in mind that the Chair will make every attempt to alternate between speakers who are in favor of the Motion being discussed and those who are opposed to it.

• Please preface your remarks with your position (pro or con).

• Motions should be stated clearly so that they can be repeated to the body by the Chair or Recording Secretary.
• **To assist the Chair and Recording Secretary, please write out your Motion.**

• **A “Friendly Amendment”** refers to agreement from the maker of the Motion that the proposed change is agreeable to or in keeping with the spirit of the original Motion.
Parliamentary Rules

Quorum:
Majority of voting members of the entire Regional Committee

# In 2014, there are 51 voting members of Region 9 (33 Sections, 5 Councils, 5 Ex.Com, 8 Standing Subcommittees)

# A quorum for a meeting shall consist of a majority of the voting members, provided that a majority shall be Section Chairs. Individuals holding more than one position only have one vote.
Parliamentary Rules

**Voting:**
Based on the number of members present at the time of the vote
- Operations Manual and Ordinary items of business: *Majority*
- Bylaws: *Two-thirds*
Parliamentary Rules

The Chair:

• Conducts the meeting.
• Maintains due process.
• Has no right of debate.
• Chair may break ties and votes in secret ballots.
• Informs membership
Parliamentary Rules

Procedure in Debate:

- Maker of Motion gets the floor first.
- During debate:
  - No one speaks more than twice on the same question.
  - Rotate pros and cons, indicate which side you are on at outset.
  - A member speaks a third time only with the body’s consent (two-thirds vote).
  - No cross discussion; all remarks addressed to the Chair.
Parliamentary Rules

Executive Session:
• Sitting members of the body
• Individuals invited by the Chair to remain for a particular discussion or portion of a discussion.
Motion Example

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Motion Example

IEEE Region 9 – March 2006
SUBJECT: Approval of Santiago and Section Congress RR Minutes
FROM: Luiz Pilotto, Region 9 Director
EXECUTIVE SUMMARY:
The minutes of our Regional Meeting held in Santiago and during the Section Congress are not already approved.

PROPOSED ACTION: Approval of the Minutes of both the Santiago RR2005 and SC RR2005.
No Financial Implications