

# 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**  
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R9



**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**

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# Motion Example

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## **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**