

## **ROBERT'S RULES OF ORDER**

### (NSSEA Leadership Summary)

NSSEA leadership meetings follow Robert's Rules of Order. The committees and councils are charged with developing/monitoring programs and services for the membership. NSSEA's governance structure follows the "corporate model" with the Board of Directors taking action on policy issues while NSSEA Staff handles items of an administrative nature. While we tend to be somewhat lenient in following Roberts' Rules of Order to the letter, the following are general guidelines you should be familiar with to help us move the meeting along effectively while respecting everyone's valuable time:

#### ROLE OF THE CHAIR:

- The Chair of the meeting is responsible for developing the agenda and keeping the group on track.
- He/she guides the meeting and keeps it moving forward without becoming bogged down in too much discussion on any single issue.
- He/she should recognize individual members when they want to comment or make motions/seconds, etc.
- The Chair votes only to break a deadlock situation.
- Agenda items should be concluded prior to moving on to the next item.

#### ROLE OF THE COMMITTEE/COUNCIL MEMBER:

- Review the agenda and background information prior to the meeting.
- Be prepared to provide input on each topic coming before the group.
- Wait until they have the floor before speaking and not hold distracting side conversations with other members.
- Keep the entire membership in mind when making decisions.
- Maintain their fiduciary responsibility to stand behind and support decisions of the group, even on matters they voted against.

#### MAKING MOTIONS:

- When an agenda item is put on the floor, any supplemental background information, or questions from the members, should be reviewed. Members typically discuss the issue after which one of the following sequences occurs:
  - A. A member can make a motion by stating, "I move that . . ." The Chair should then ask if there is a second to the motion (another member should state, "I second the motion"). The Chair then opens the floor for discussion and recognizes individual members (gives them the floor). After everyone has a chance to voice their opinions, or after a reasonable amount of discussion, the Chair, or a member, should "Call for the Question." This basically signals that it is time for a vote. The motion can be read again, and sometimes the motion is amended during the discussion, prior to the actual vote. The Chair takes the vote by calling for those "All in Favor say 'Aye'" and the votes are tallied; "All Opposed, Same Sign," and "Abstentions" with the votes tallied. He then announces whether the motion passed or failed.
  - B. The topic can be tabled until later in the meeting or for another meeting due on one of several reasons (e.g., the topic would be more appropriate after another topic/issue has been resolved, there is not enough time to properly address the issue, or there isn't enough background information available, etc.).
  - C. The issue/topic is simply a status report or for the committees/councils information.

#### REPORTS TO THE BOARD:

- Virtually every NSSEA committee/council has representation on the Board of Directors. One of their functions is to present the committee/council report to the Board and to answer questions on any particular item prior to Board action. They can/should make policy related action motions to the Board and, upon completion of their report, request Board acceptance.