

Section 303.09 ORDER OF BUSINESS:

1. Opening the Lodge
2. Calling roll of Officers
3. Reading Minutes of last Communication
4. Sickness and distress
5. Report on petitions previously referred
6. Ballot on Petitions
7. Presenting and referring petitions
8. Communications, bills, etc.
9. Report on Committees
10. Unfinished Business
11. Elections of Officers and Installation
12. New Business
13. Conferring degrees
14. Reading and approval of minutes
15. Closing the Lodge



Robert's Rules Made Simple

Present by PM Michael Cousar

“Where there is no law, but every man does what is right in his own eyes,
there is the least of liberty.”

— [Henry M. Robert](#), [Robert's Rules Of Order](#)



Purpose

- THE ROLES AND RESPONSIBILITIES OF WM'S AND LODGE MEMBERS IN MEETINGS
- UNDERSTANDING AND USING THE 7 MAIN MOTIONS
- TIPS FOR SUCCESS USING ROBERT'S RULES OF ORDER

Worshipful Masters Responsibilities

- The WM is the individual who has been elected to run the meeting. So, it is his responsibility to maintain order and keep the flow of the meeting. The WM will be handling both the MEMBERS as well as the PROCESS of the meeting.
- The MEMBER side of the meeting consists of making sure the needs of the people in the room are being met.
 - > What the WM needs to think about when chairing a meeting is the MEMBER.
- The WM needs to understand the PROCESS side of meetings.
 - > What decision-making process are you using?
 - > Are you using Robert's Rules of Order?

DEBATE





DEBATE

WM's Please Remember

- ◉ Manage the MEMBER and PROCESS side of the meeting
- ◉ Maintain order
- ◉ Keep the flow of the meeting
- ◉ Make sure everyone gets an equal opportunity to debate/discuss
- ◉ Serve as the “translator” to the language of Robert’s Rules of Order to help keep the members on track.

LET'S DO SOME READING

The ONLY CURRENT AUTHORIZED EDITION of the
CLASSIC WORK on PARLIAMENTARY PROCEDURE

ROBERT'S RULES OF ORDER

NEWLY REVISED



12TH EDITION

Henry M. Robert III,
Daniel H. Honemann, Thomas J. Balch,
Daniel E. Seabold, and Shmuel Gerber

THE RULES YOU NEED IN A MEETING
MADE SIMPLE AND EASY

ROBERT'S RULES OF ORDER

— NEWLY REVISED —

IN BRIEF



The Only
Authorized
Concise
Guide

Henry M. Robert III,
Daniel H. Honemann, Thomas J. Balch,
Daniel E. Seabold, and Shmuel Gerber

FULLY UPDATED 3RD EDITION

LEARNING MADE EASY



3rd Edition

Robert's Rules for dummies

A Wiley Brand



Keep meetings organized,
efficient, and on track

Apply the rules of
parliamentary procedure

Adopt effective election
procedures

C. Alan Jennings, PRP
Professional Registered Parliamentarian

The parliamentary classic now
available for Masonic lodges.

Robert's



Masonic
Edition

Rules of Order

Michael R. Poll



MEMBERS RESPONSIBILITIES

- As a member, you make up what is called the assembly or the body. The responsibility of each member is really threefold.
 - > Represent the voice of your Brothers
 - > Vote Wisely!! BE INFORMED
 - > Influence as well as be influenced



PAST MASTER TIP #1

SLOW DOWN
TO SPEED UP



MOTIONS

- Motions are the building blocks that help assemblies take action and conduct business. A motion is a formal proposal made by a member or committee that the Lodge can take certain action on. Each motion builds on the other like a pyramid.



The 7 Fundamental Motions

1. The Main Motion
2. The Amendment
3. The Amend the Amendment
4. Refer to a committee
5. Postpone to a definite time
6. Lay on the Table
7. Previous Question vs. Call the Question



#1MAIN MOTION

- To bring any business before the Lodge, you must always start with the main motion. Once the main motion has been made you are free to move anywhere on the pyramid. So the way to think about the main motion is that it brings a business item to the table for the members of the Lodge to talk about.
- Before there is a main motion on the table, the table is empty...there is nothing on it, but once the main motion is made, then there is a business item that the members can focus on, discuss, debate and then eventually vote on.



MAIN MOTION

“ I MOVE ”

Member: “I move that we donate \$100 to the NAACP.

Chair: “Is there a second to the Main Motion?”

PAST MASTERS TIP #2

THE 3 QUESTIONS

It can get a little confusing knowing what you are allowed to do at various stages of a meeting so, as each motion is made and seconded, ask myself the following three essential questions:

#1. Is the motion amendable? Meaning can it be changed

#2. Is the motion debatable? Meaning can it be discussed

#3. What kind of vote does the motion require? Meaning does it need a hand count or voice vote.



I move that we donate \$100 to the NAACP.

#1. Is the main motion amendable? Meaning can you change it?

YES, you can amend the main motion. You can add something to or subtract something from the main motion

#2. Is the main motion debatable? Meaning you can discuss it?

YES, after the main motion has been moved and seconded, the chair will then ask if there is any discussion on the main motion.

#3. What type of vote does the main motion need?

Meaning simple voice vote or two-thirds?

According to Robert's Rules of Order, the main motion only needs a SIMPLE VOICE VOTE unless your bylaws say something different. Remember that your Lodge bylaws always supersede Robert's Rules of Order. So, if your bylaws indicate that certain types of main motions need 2/3rds vote to pass, then you will yield to your Lodge's bylaws.



PAST MASTER TIPS #3

DEBATING

- Before your meeting gets to any kind of voting there can be a whole lot of debate and discussion going on.
- The reason you are debating or speaking during a meeting is to INFLUENCE and affect the group to vote the way you desire them to.

“YOU HEARD THE MOTION
ARE YOU READY FOR THE
QUESTIONS?”



Discussion

- Here are my 3 steps to INFLUENTIAL debate:
 1. Repeat the motion you are talking about
“Regarding the motion to....”
 2. State your opinion “It is my opinion a)...b)...c)...”
 3. Tell the assembly on how you want them to vote
“So I encourage you to vote for the motion.” Or
“I encourage you to vote against the motion.”

#2 AMENDMENTS

- Amendments allow members to make changes or to modify a motion. Changing a motion is done by adding to or subtracting something from the motion.

Donate \$100 to the NAACP.

- How much we are going to donate
- Who We are going to donate to
- By when we are going to donate the funds
- From what account are we going to donate the money

I move to amend the main motion by striking out \$100 and inserting \$200.

#1. Is the amendment amendable? Meaning can you change it?

YES, the amendment can be amended

#2. Is the amendment debatable? Meaning can you discuss it?

YES, when the motion being amended is seconded, then the amendment is debatable

#3. What type of vote does the amendment need? Meaning simple voice vote or two thirds?

The amendment only requires a SIMPLE VOICE VOTE unless your bylaws say something different.

Note: YOU ONLY DISCUSS THE AMENDMENT. Do you want \$200?
YES OR NO?

#3 AMEND THE AMENDMENT

- After an amendment has been made, members of an assembly have the power to change or modify the amendment. Remember the amendment (the portion of the main motion that has been modified) is the only portion of the motion that can be amended.
- NO OTHER PART OF THE MAIN MOTION CAN BE CHANGED AT THIS TIME. ONLY THE PORTION THAT HAS BEEN AMENDED.

I move to amend the amendment by striking out \$200 and inserting \$300.

Now, let's answer our three questions posed about an amendment to an amendment.

#1. Is the amendment to the amendment amendable?
Meaning can you change it?

NO, the amendment to the amendment is NOT amendable. This is as far as you can go with amendments at this time.

#2. Is the amendment debatable? Meaning can you discuss it?

YES, once the amendment to the amendment has been moved and seconded the chair will ask for discussion on the amendment to the amendment.

#3. What type of vote does the amendment need?
Meaning simple voice vote or twothirds majority? Keep in mind that an amendment to the amendment is also motion and therefore needs to be seconded before any discussion is entertained.



PAST MASTERS TIP #4

- POINT OF PARLIAMENTARY INQUIRY

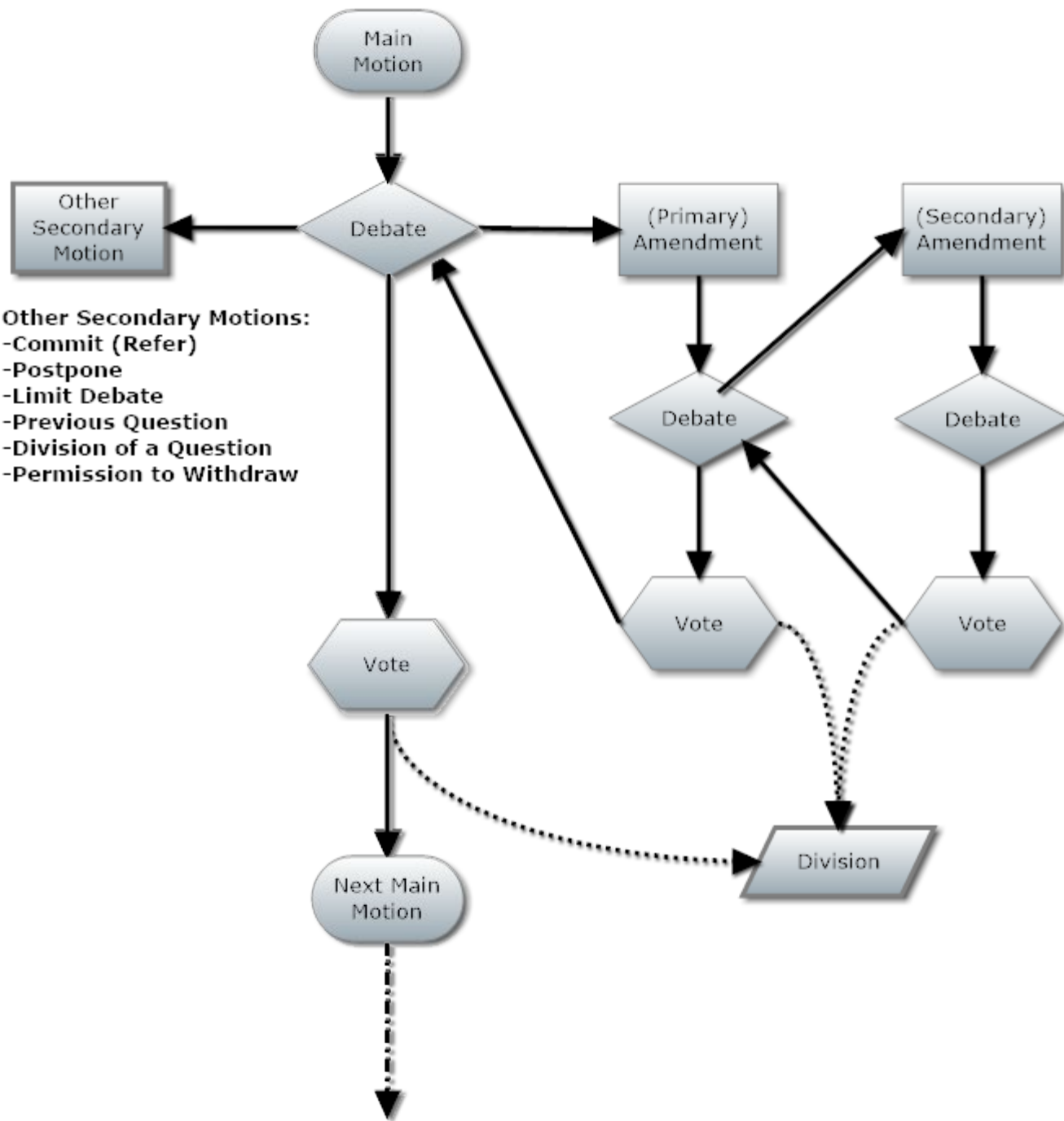
- It is very common for members to get lost during this part of a meeting. Amendments and Amending the Amendments can leave people feeling lost.
- At some point or another, your best friends during a meeting are going to be the following four words. "Point of Parliamentary Inquiry."
- This is what is called an incidental motion that gives the members of the Lodge the power to speak up ANY time during the meeting to clarify Parliamentary Law. Or in laymen's terms, Point of Parliamentary Inquiry is the formal way of saying, "HELP I AM LOST."

Use a Point of Parliamentary Inquiry when:

- You are lost
- Need clarification
- If you think that the chair is lost or needs an explanation
- If you need the motion repeated for any reason

HOW TO VOTE ON THE AMENDMENT TO THE AMENDMENT

- Hearing no further discussion, we will now proceed to vote on the amendment to the amendment, which is to strike out \$200 and \$300.
- Now re-open discussion on the new amendment. The vote on the amendment to the amendment, which has passed, so now there is still an amendment on the floor to discuss and eventually vote on. Because the amendment to the amendment passed, it becomes the new amendment.
- Now re-open discussion on the newly amended main motion, which is to donate \$300 to the NAACP.
- Now that the Lodge has dealt with the amendments and amendments to amendments they are back to the discussion of the main motion. At this point, additional amendments or other motions can be made, or a vote can be taken to pass or fail the main motion.



- Other Secondary Motions:**
- Commit (Refer)
 - Postpone
 - Limit Debate
 - Previous Question
 - Division of a Question
 - Permission to Withdraw

#4 REFER A MATTER TO A COMMITTEE

When there is a motion being discussed, and the members of an Lodge need to get more information before making any decision or voting on the motion, the members can make a move to refer the matter to a committee.

When a member of a Lodge is making a referral two things must be apart of the motion to refer to a committee, before it is complete:

1. What committee is it being referred to
2. Time the committee will report back



I move to refer this to a committee, to be appointed by the chair to report back during our next regularly scheduled meeting

Let's Review Our Three Questions:

#1. Is the Refer to a Committee Amendable? Meaning can you change it?

YES, as we just shared above this motion can be amended.

#2. Is the Refer to a Committee debatable? Meaning can you discuss it?

YES, once the referral has been moved and seconded the chair will open discussion about the referral.

#3. What type of vote does the Refer to a Committee need? Meaning simple voice vote or two-thirds majority? Refer to a Committee only requires a SIMPLE VOICE VOTE (UNLESS YOUR BYLAWS SAY DIFFERENT)



#5 POSTPONE TO A CERTAIN TIME

- This motion really is as straightforward as it sounds. If passed this motion means that the matter is put on hold until a time that the Lodge agrees on at which point it will be brought back into the meeting debated again and eventually voted on.
- This motion allows the members of the board to take some additional time to research the motion before it is brought back at a specific time for a vote.



I move to postpone this matter to our next regularly scheduled meeting

Looking at our three questions:

1. Is the postponement amendable? Meaning can you change it? YES

2. Is the postpone definitely debatable? Meaning can you discuss it? YES

3. What type of vote does the postpone definitely need? Meaning simple voice vote or two-thirds majority?

The motion to postpone to a definite time can be amended. The only part that can be amended is when the motion is going to be put back on the agenda.



PAST MASTER TIP #5

DESIGNATE A PARLIAMENTARIAN

- Occasionally a member may have a question of protocol or procedure that must be answered in order for the meeting to progress. One of the worst things that a WM can do is to get put into the trap of opening your question about a parliamentary procedure or Robert's Rules of Order to the Lodge. Most every member will have an opinion, and if everyone starts trying to put in his or her two cents, everyone is going to end up confused.
- Designate someone in your meeting to be your parliamentarian.
- Person in your meeting who you will direct talk to if you have any question about proper use of parliamentary procedure. If you get lost or need assistance with procedure during the meeting call only upon your parliamentarian. Avoid the distraction and drama of everyone telling you how you need to do your job.

#6 LAY ON THE TABLE

- Lay on the Table is a motion to set an item of business aside in lieu of more important or pressing business. This motion being consistently misused by the majority of Lodges.
- Unlike the motions of Referring to a Committee or Postpone to a Certain Time, Lay on the Table does not include a time to bring the motion back. So, the motion that is being pushed aside, could potentially sit there forever without being addressed.
- If the motion to Lay on the Table is made, then the WM needs to ask the member, "In lieu of what pressing business?" If there isn't any pressing business, the chair rules the motion out of order and then reopens the discussion on the previous motion.

I Move to Lay on the Table

Let's Review Our Three Questions:

1. Is the lay on the table amendable? Meaning can you change it? NO, the lay on the table is not amendable
2. Is the lay on the table debatable? Meaning can you discuss it? NO, the lay on the table is NOT debatable
3. What type of vote does the lay on the table need? Meaning simple voice vote or two-thirds majority? Lay on the table requires a simple majority vote to pass.

To bring a motion that has been laid on the table back before the assembly, a member of the assembly has to move to Take from the Table. A good rule of thumb is that unless you really do have business that is so urgent it has to be discussed immediately through a Lay on the Table, stick to postponing the motion or referring it to a committee.

#7 PREVIOUS QUESTION

According to Robert's Rules of Order there are two things that you can do to stop discussion and take a vote. One thing you can do is formal (meaning making an actual motion) The other is informal.

- ◉ The formal way of getting the assembly to stop discussion and take a vote is a motion called the Previous Question.
- ◉ Member moves the Previous Question, they want the assembly to vote to stop discussion to take a vote. Therefore moving a Previous Question is a vote to vote.
- ◉ WM NOTE: What invariably happens though is that some members think that the vote being taken is on the motion itself and not just the Previous Question. This is the time to repeat yourself to keep everyone on track so they can vote appropriately.



I move the previous question

Let's Review Our Three Questions:

- #1. Is the Previous Question Amendable? Meaning can you change it? NO, you can't amend the previous question
- #2. Is the Previous Question debatable? Meaning can you discuss it? NO, NO the previous question is NOT debatable.
- #3. What type of vote does the Previous Question need? Meaning simple voice vote or two-thirds majority? The previous questions requires a 2/3rd vote to pass.


#7 CALL THE QUESTION

- ◉ If moving the Previous Question is the formal way to get the members to vote what is the informal way?
- ◉ In meetings, you may recall you have heard board members yelling out, “I call the question or simply question.” Like division of the house, you just yell this out.
- ◉ Calling the question does not have ANY formal power unto itself, but it is a great tool to let the members of the assembly and the Chair know that you are getting antsy and are ready to vote. When someone calls the question, as a courtesy the chair can respond with “The question has been called is there any further discussion?”, If a member raises his or her hand discussion continue if no one raises their hand to debate then the chair take a vote on the motion being discussed. Remember “calling the question” has no formal power.

REVIEW

And there they are The Seven Fundamental Motions used in most meetings:

- The main motion
- Amendment
- Amendment to the Amendment
- Refer to a committee
- Postpone to a definite time
- Lay on the Table
- Previous Question / Call the question

- 
- Don't pressure yourself to get all of this on the first or even the second try. Like any other, this language takes practice and time.
 - WM's, it may be difficult at first, but you have to insist that the proper language is used during every meeting because that really is the only way people will learn. You really are doing your entire assembly a favor, as brothers will learn from each other, so insist that the proper language is always used at every meeting.