

# **Robert's Rules 102:**

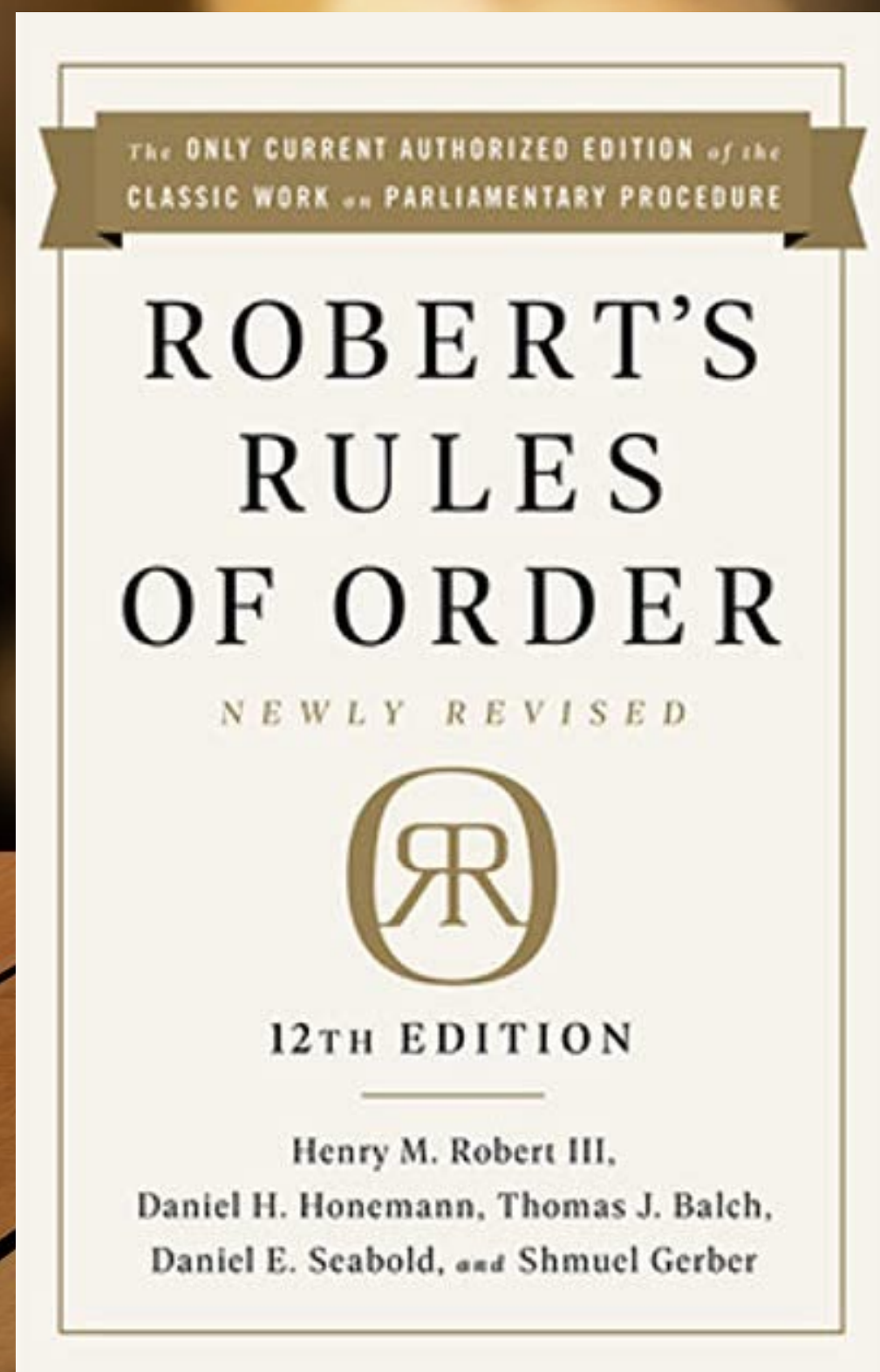
## **Advancing Your Meeting Mastery**

**Tim Wynn, PRP**

**PerfectRules.com**



# The Basics



## Specific Rules



# What Does Majority Mean?

HALF PLUS ONE

51%

MORE THAN HALF



# What Does Majority Mean?

51%

**MORE THAN HALF**



# What Does Majority Mean?

**MORE THAN HALF**



# **What happens if there's a tie on a motion requiring a majority vote?**

- a. The motion is lost**
- b. The motion is adopted**
- c. The vote must be taken again**
- d. The chair decides**



# What happens if there's a tie on a motion requiring a majority vote?

a. The motion is lost



# Two-Thirds Vote

**In Favor**

**Opposed**



# Two-Thirds Vote

**Must Be Two Thirds  
In The Affirmative**

**In Favor**

**Opposed**



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

**In Favor**

**Opposed**



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

**In Favor**

20

**Opposed**



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

**In Favor**

20

**Opposed**

08



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

**In Favor**

20

**Opposed**

08



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

**In Favor**

20

**Opposed**

08



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed



Adopted

**In Favor**

20

**Opposed**

08



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

**In Favor**

**Opposed**



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

**In Favor**

115

**Opposed**

80



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

  
Lost

**In Favor**

115

**Opposed**

80



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

**In Favor**

**Opposed**



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

**In Favor**

01

**Opposed**

00



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed



Adopted

**In Favor**

01

**Opposed**

00



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

**In Favor**

**Opposed**



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

**In Favor**

40

**Opposed**

20



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed



Adopted

**In Favor**

40

**Opposed**

20



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

**In Favor**

**Opposed**



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

**In Favor**

33

**Opposed**

17



# Two-Thirds Vote

Twice As Many In Favor  
As Opposed

  
Lost

**In Favor**

33

**Opposed**

17



**QUORUM**



# What Is The Definition Of Quorum?

**RONR (12th ed.) 40:1**



# **What Is The Definition Of Quorum?**

**“... a quorum in an assembly is the number of members who must be present in order that business can be validly transacted.”**



# Can A Meeting Be Held Without A Quorum?

a. Yes

b. No



# Can A Meeting Be Held Without A Quorum?

a. Yes



# **ROBERT'S RULES OF ORDER**

**“But if a quorum fails to appear at a regular or properly called meeting, the inability to transact business does not detract from the fact that the society’s rules requiring the meeting to be held were complied with and the meeting was convened—even though it had to adjourn immediately.”**

**RONR (12th ed.) 40:6**



# Can You Take Minutes Of A Meeting Without A Quorum?

a. Yes

b. No



# Can You Take Minutes Of A Meeting Without A Quorum?

a. Yes



# Can You Approve Minutes Of A Previous Meeting Without A Quorum?

a. Yes

b. No



# Can You Approve Minutes Of A Previous Meeting Without A Quorum?

b. No



# Can A Vote Be Taken Without A Quorum?

a. Yes

b. No



# Can A Vote Be Taken Without A Quorum?

a. Yes



# ROBERT'S RULES OF ORDER

**“Even in the absence of a quorum, the assembly may fix the time to which to adjourn, adjourn, recess, or take measures to obtain a quorum.”**

**RONR (12th ed.) 40:7**



# ROBERT'S RULES OF ORDER

**“Subsidiary and incidental motions, questions of privilege, motions to *Raise a Question of Privilege* or *Call for the Orders of the Day*, and other motions may also be considered if they are related to these motions or to the conduct of the meeting while it remains without a quorum.”**

**RONR (12th ed.) 40:7**



**QUORUM  
VS.  
VOTE  
REQUIREMENT**



# QUORUM VS. VOTE REQUIREMENT

Quorum

Total Members

Members At Meeting

In Favor

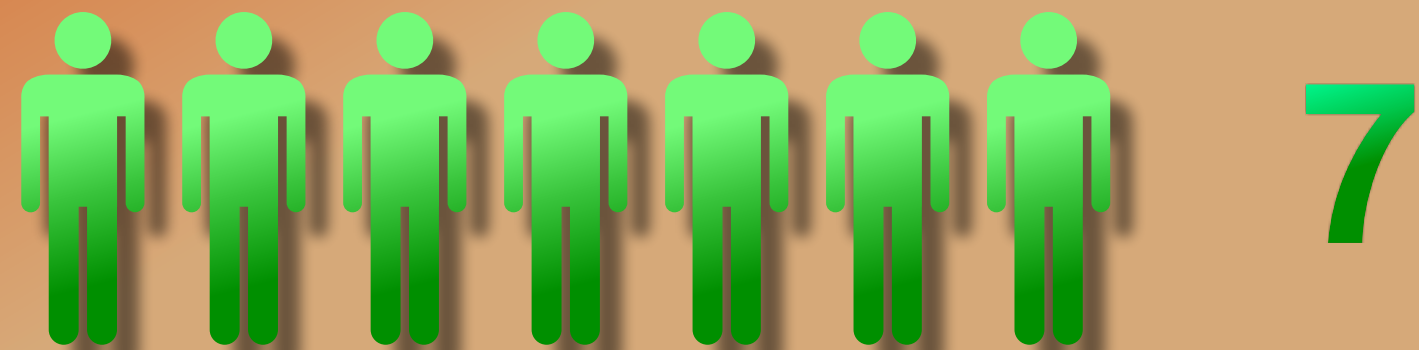
Opposed



# QUORUM VS. VOTE REQUIREMENT

Quorum

Total Members



Members At Meeting

In Favor

Opposed

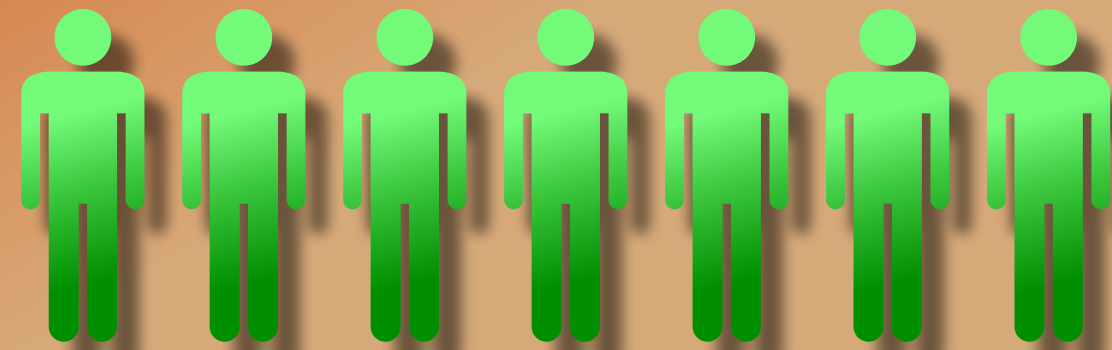


# QUORUM VS. VOTE REQUIREMENT

Quorum

4

Total Members



7

Members At Meeting

In Favor

Opposed

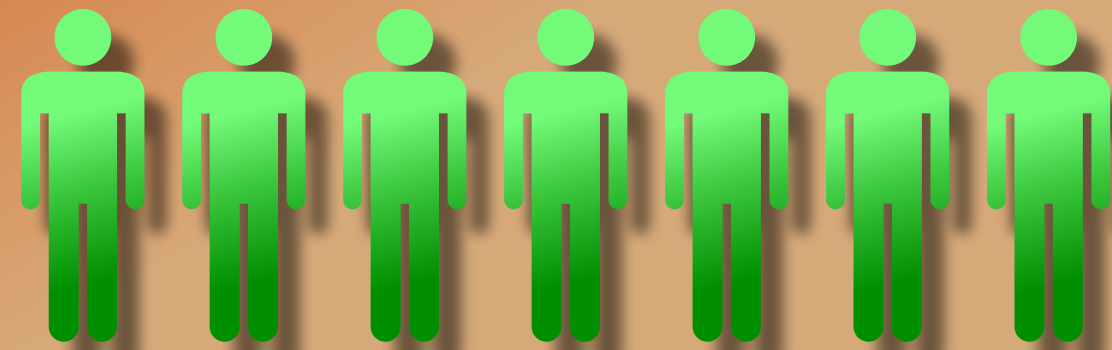


# QUORUM VS. VOTE REQUIREMENT

Quorum

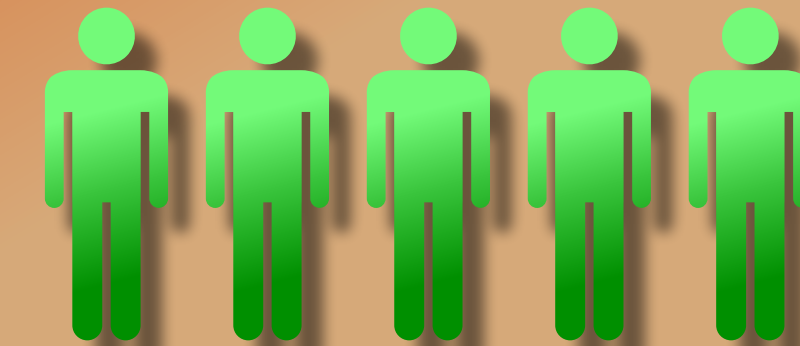
4

Total Members



7

Members At Meeting



5

In Favor

Opposed

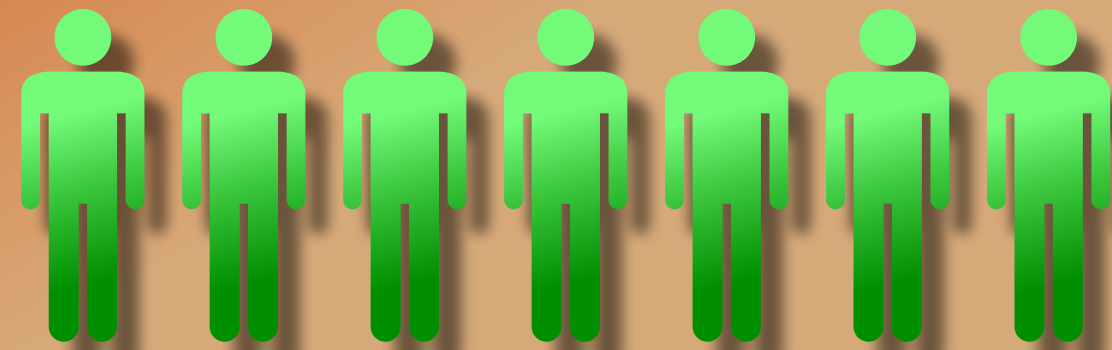


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Quorum

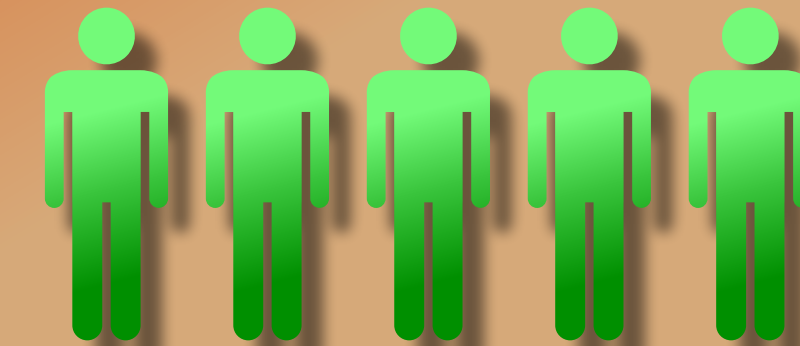
4

Total Members



7

Members At Meeting



5

In Favor

1

Opposed

0

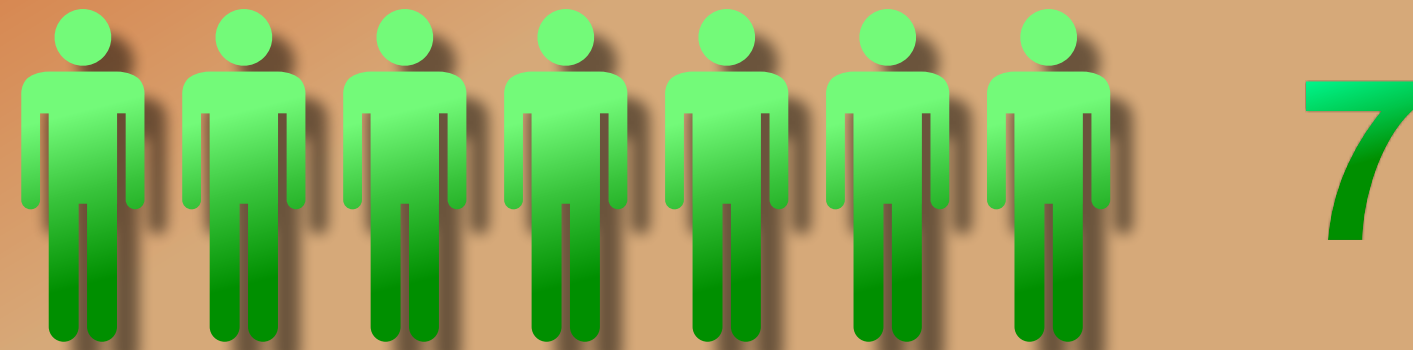


# QUORUM VS. VOTE REQUIREMENT

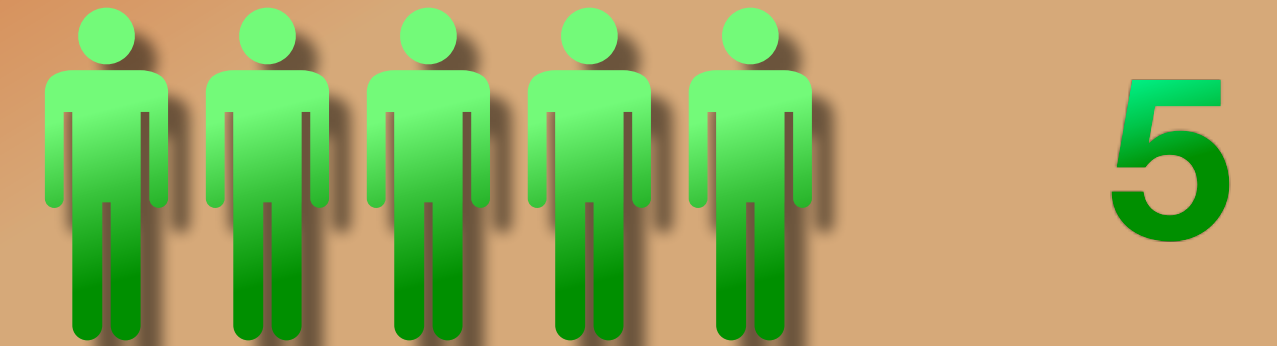
Quorum

4

Total Members



Members At Meeting



ADOPTED

In Favor

1

Opposed

0



# QUORUM VS. VOTE REQUIREMENT

Quorum

Total Members

Members At Meeting

In Favor

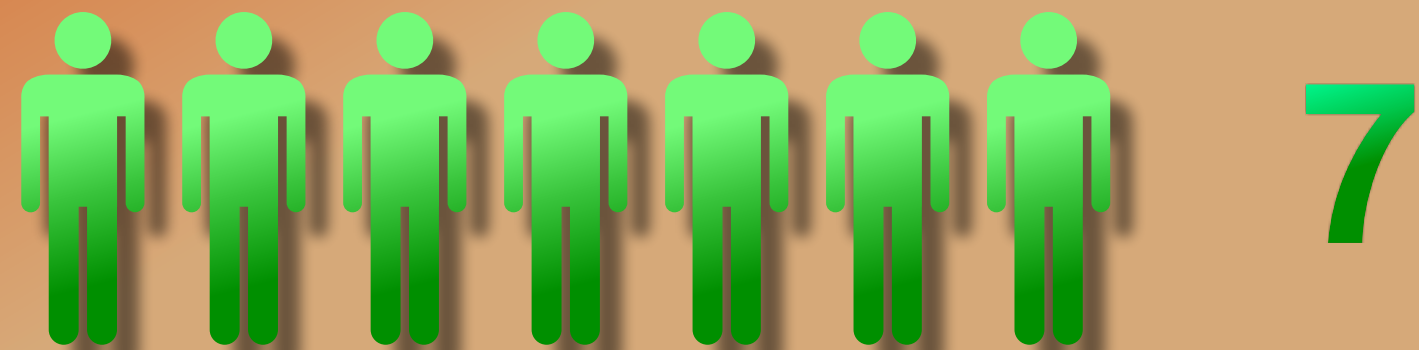
Opposed



# QUORUM VS. VOTE REQUIREMENT

Quorum

Total Members



Members At Meeting

In Favor

Opposed

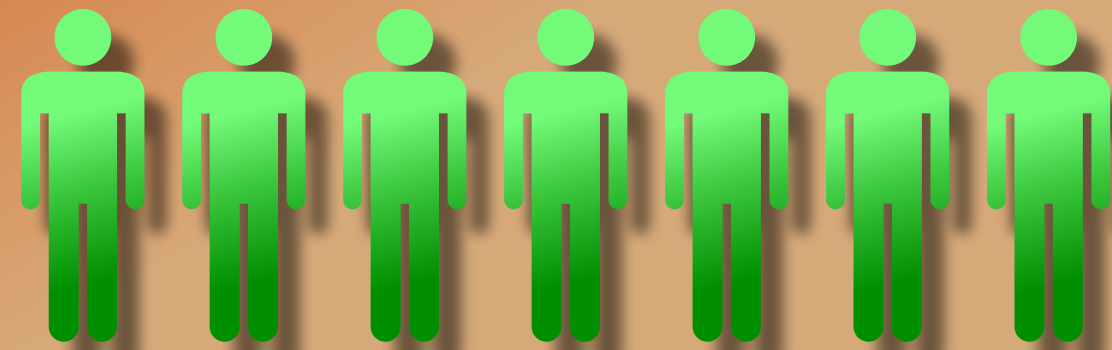


# QUORUM VS. VOTE REQUIREMENT

Quorum

4

Total Members



7

Members At Meeting

In Favor

Opposed

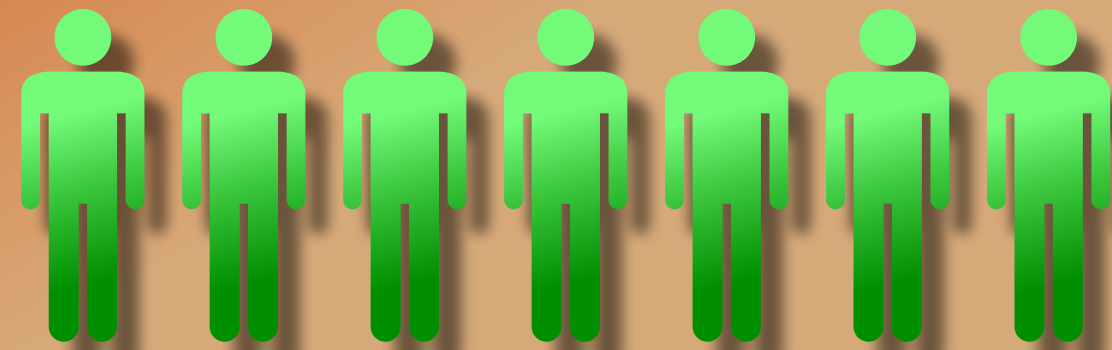


# QUORUM VS. VOTE REQUIREMENT

Quorum

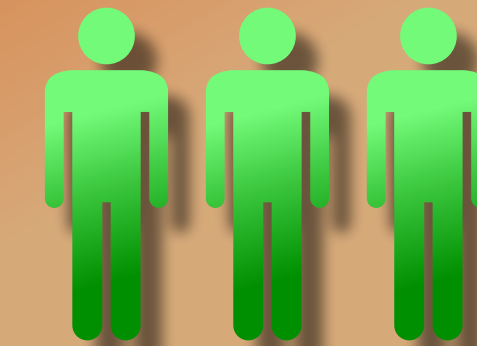
4

Total Members



7

Members At Meeting



3

In Favor

Opposed

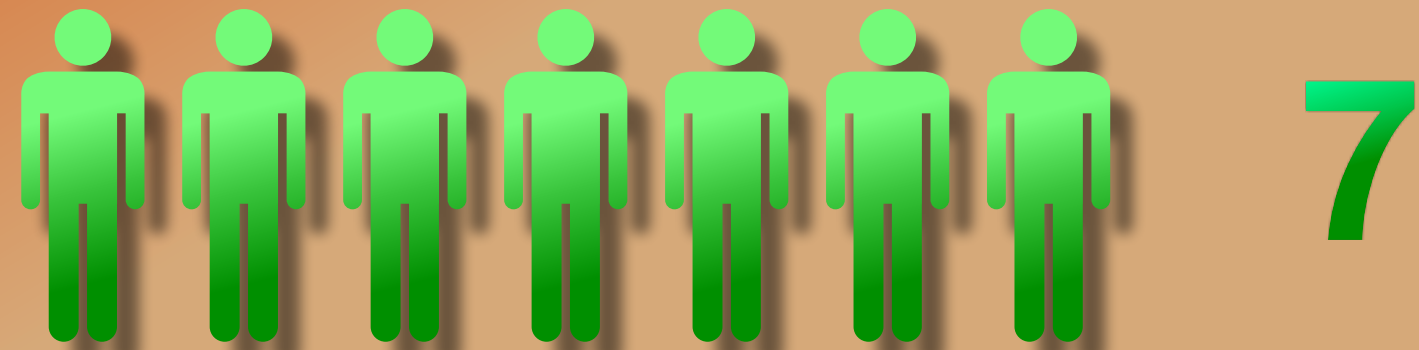


# QUORUM VS. VOTE REQUIREMENT

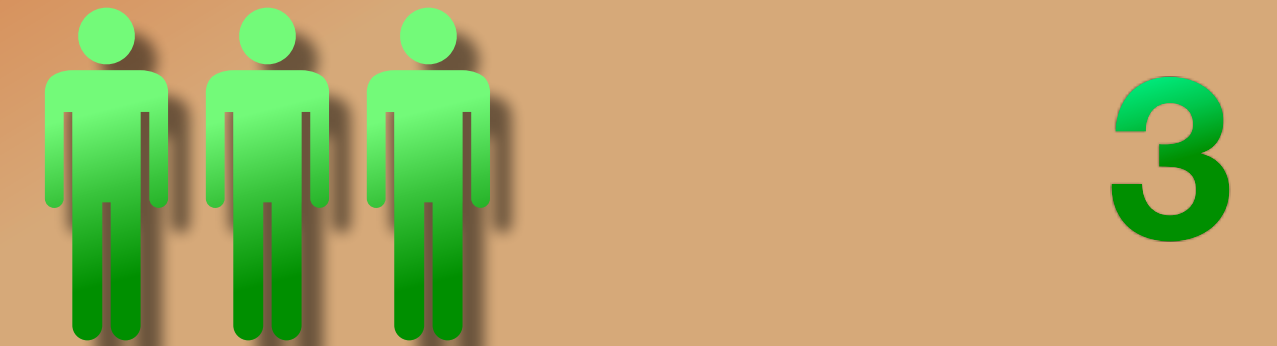
Quorum

4

Total Members



Members At Meeting



In Favor

3

Opposed

0

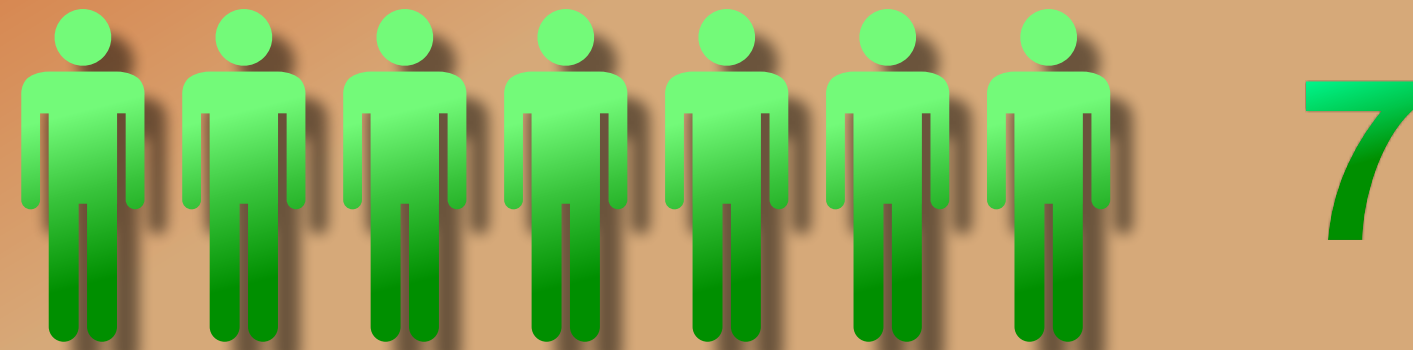


# QUORUM VS. VOTE REQUIREMENT

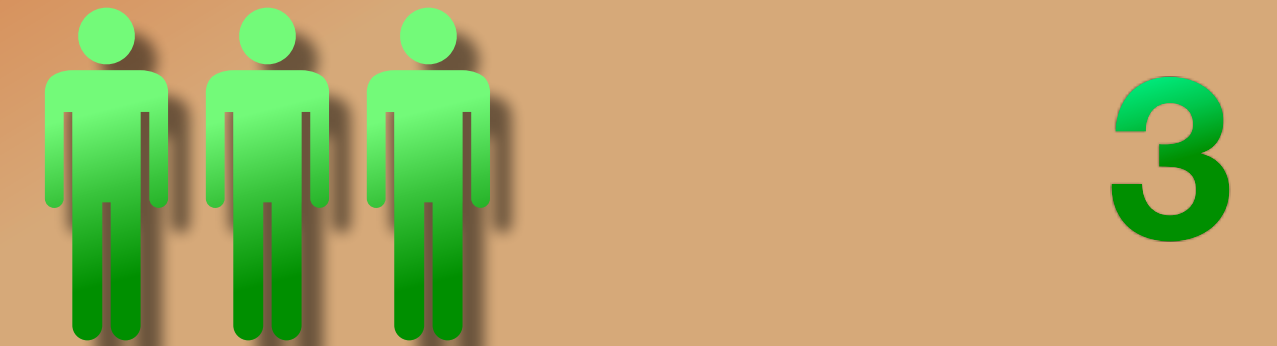
Quorum

4

Total Members



Members At Meeting



NULL & VOID

In Favor

3

Opposed

0



# AMENDING MOTIONS



**If a motion requires a two-thirds vote to be adopted, what vote is required to amend that motion?**

- a. Two-thirds vote**
- b. Majority vote**



**If a motion requires a two-thirds vote to be adopted, what vote is required to amend that motion?**

**b. Majority vote**



# ROBERT'S RULES OF ORDER

**“The subsidiary motion to  
*Amend: . . .* Requires a majority  
vote, regardless of the vote  
required to adopt the question to  
be amended.”**

**RONR (12th ed.) 12:7(7)**



# **DISPELLING MYTHS**

**Can The Maker Of A Motion  
Authorize A Friendly  
Amendment During Its  
Consideration?**

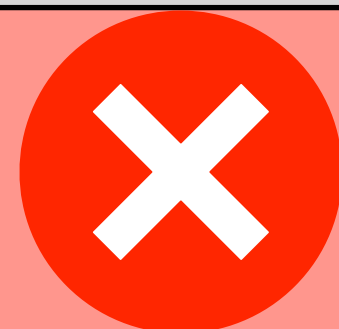
**YES**

**NO**



# DISPELLING MYTHS

**Can The Maker Of A Motion  
Authorize A Friendly  
Amendment During Its  
Consideration?**



**NO**



# ROBERT'S RULES OF ORDER

**“The term ‘friendly amendment’ is often used to describe an amendment offered by someone who is in sympathy with the purposes of the main motion, . . .”**

**RONR (12th ed.) 12:91**



# **ROBERT'S RULES OF ORDER**

**“Regardless of whether or not the maker of the main motion ‘accepts’ the amendment, it must be opened to debate and voted on formally (unless adopted by unanimous consent) and is handled under the same rules as amendments generally.”**

**RONR (12th ed.) 12:91**



# ROBERT'S RULES OF ORDER

***“Before a motion has been stated by the chair, it is the property of its mover, who can withdraw it or modify it without asking the consent of anyone.”***

**RONR (12th ed.) 33:12**



# ROBERT'S RULES OF ORDER

***“After a motion has been stated by the chair, it belongs to the meeting as a whole, and the maker must request the assembly’s permission to withdraw or modify his own motion . . .”***

**RONR (12th ed.) 33:13**



# AMENDMENTS




# AMENDMENTS

## 1. Insert or Add



# AMENDMENTS

**1. Insert or Add**

**2. Strike Out**



# **AMENDMENTS**

**1. Insert or Add**

**2. Strike Out**

**3. Strike Out and Insert**



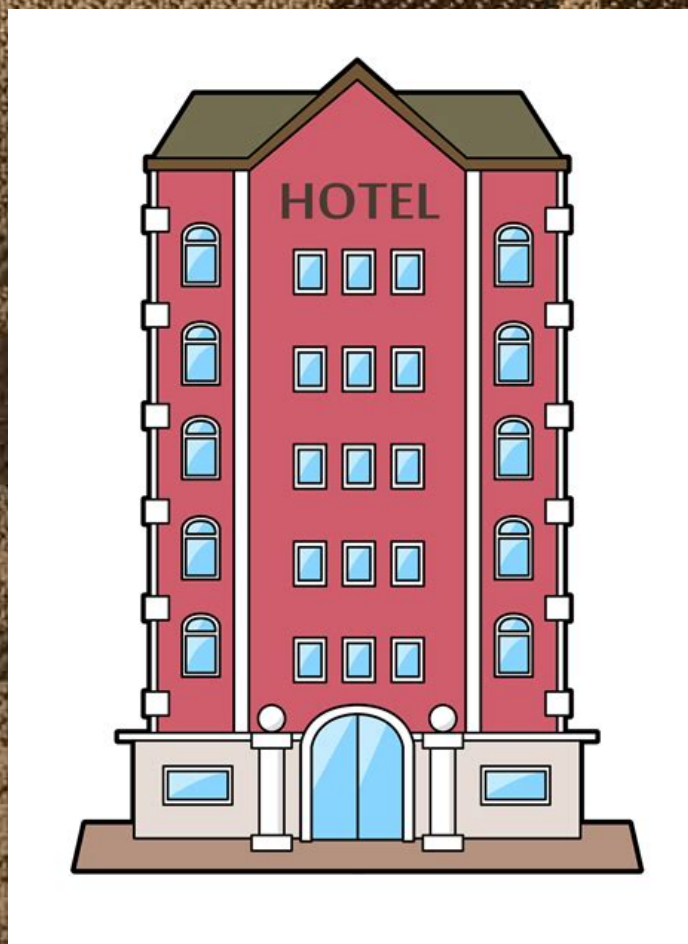
# WORDS

That a charity dinner  
shall be held at the Ritz Carlton.



# WORDS

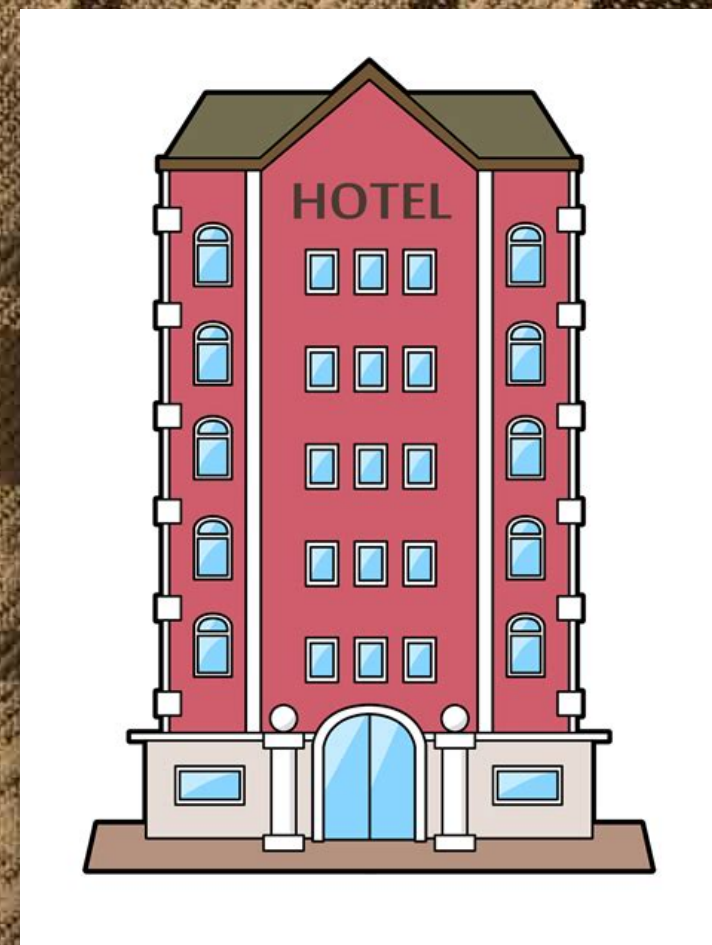
That a charity dinner  
shall be held at the Ritz Carlton.





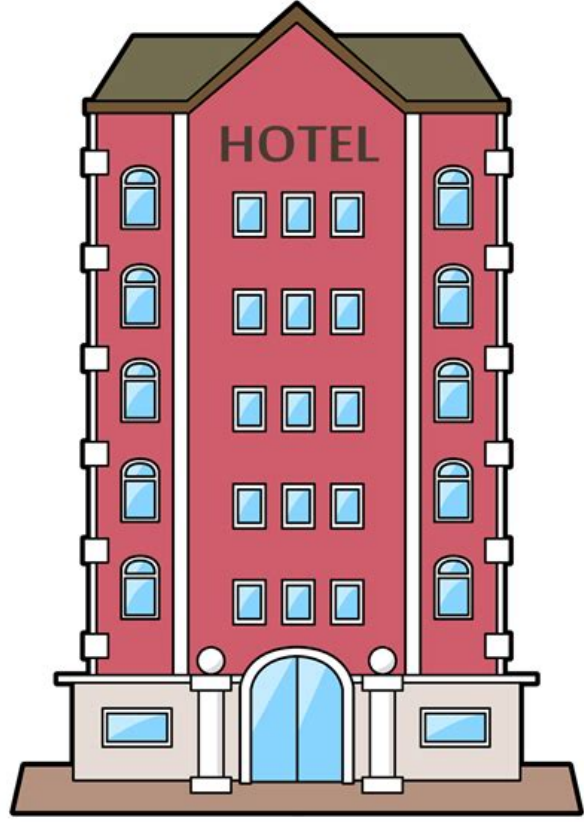
# WORDS

That a charity dinner  
shall be held at the Ritz Carlton.

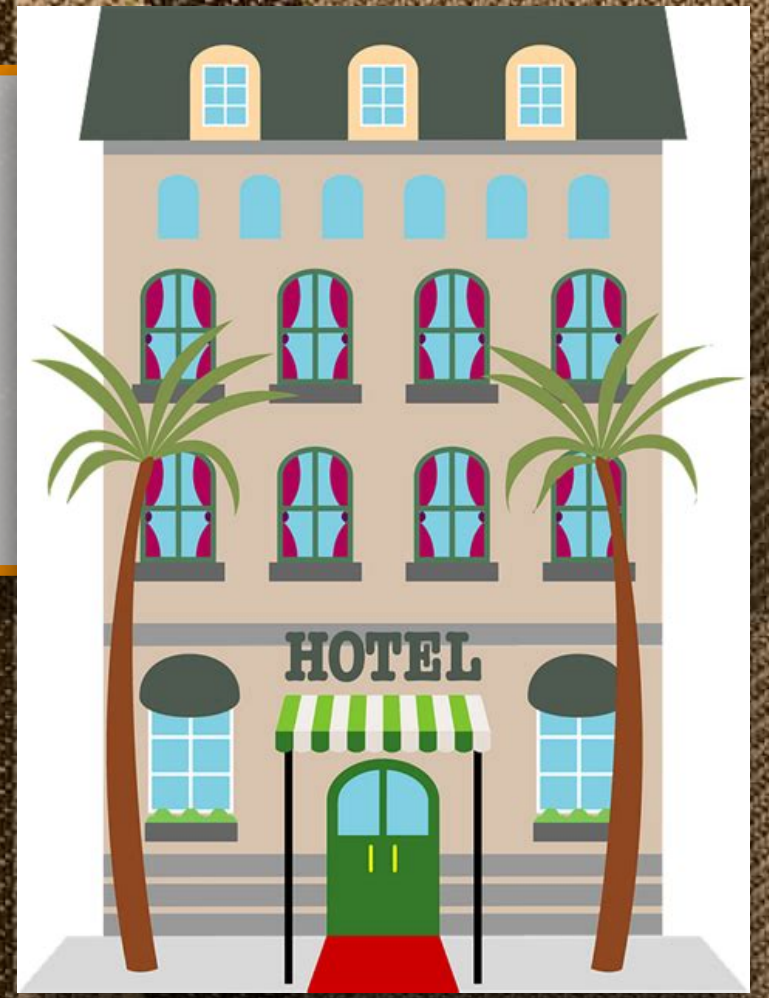




# WORDS

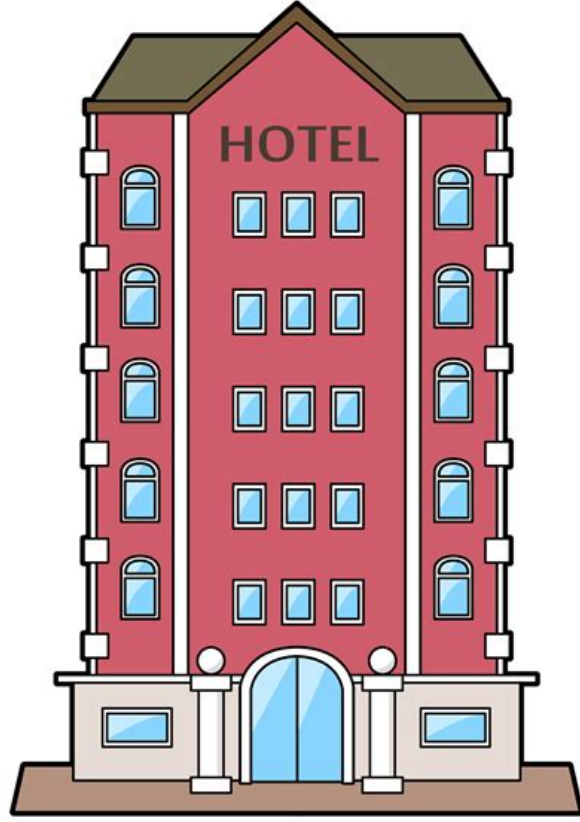


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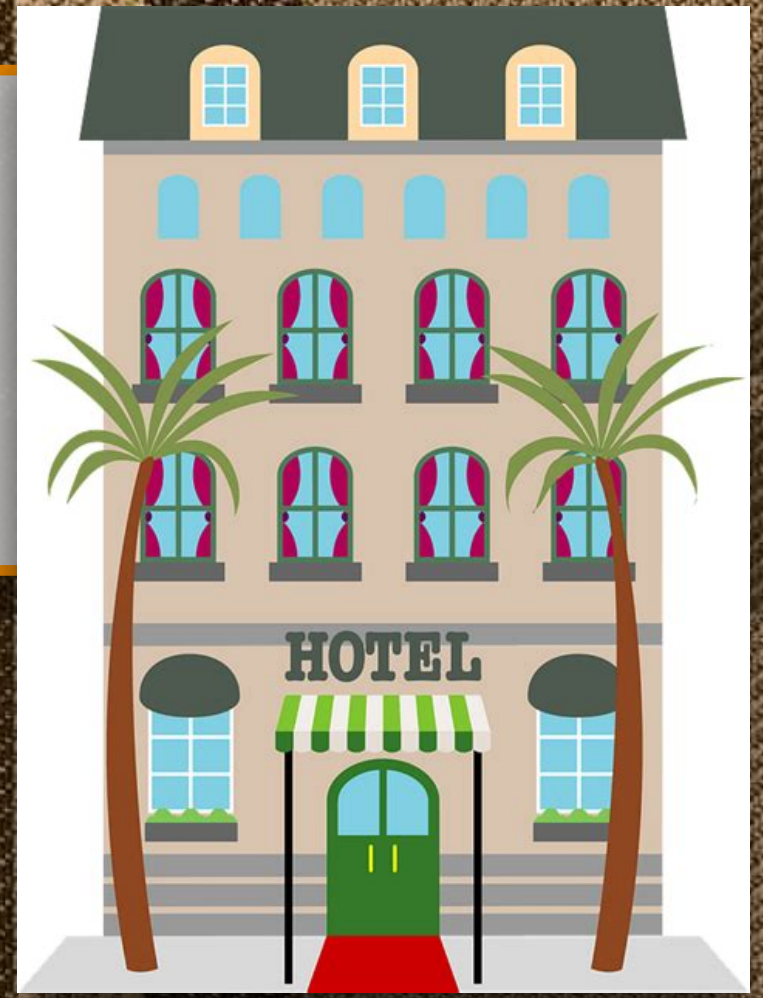




# WORDS



That a charity dinner  
shall be held at the Ritz Carlton.

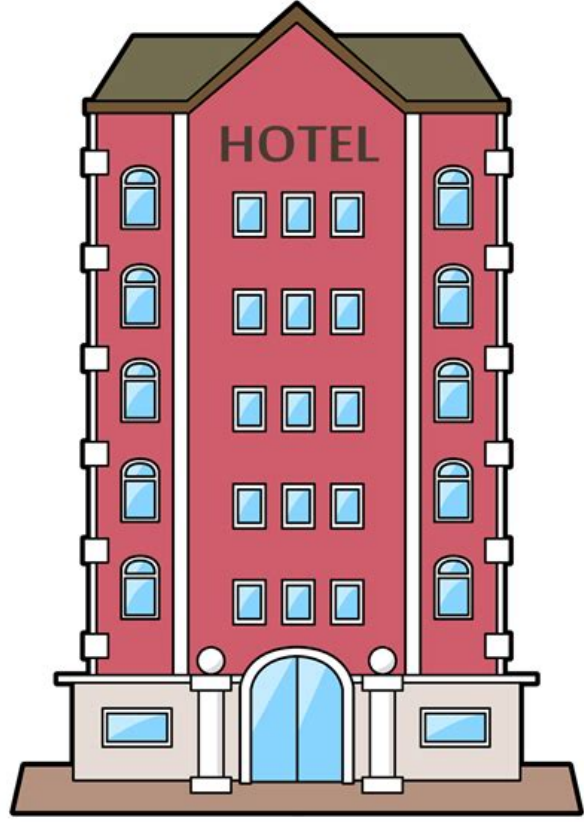


I move to have the charity dinner  
at the Four Seasons.

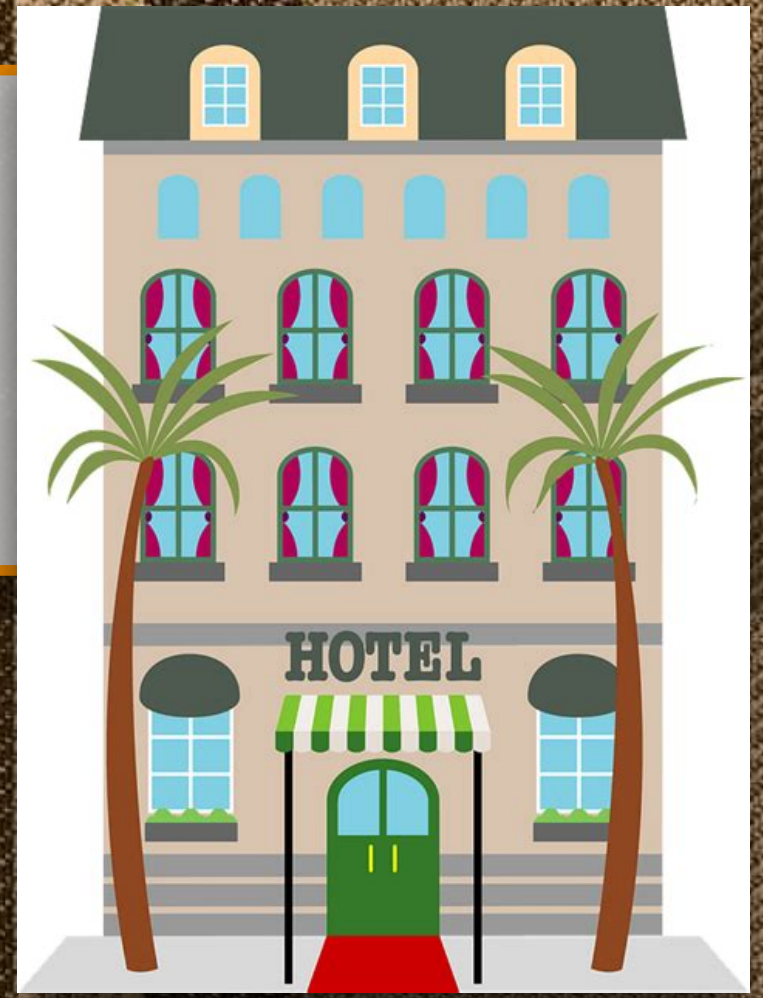




# WORDS



That a charity dinner  
shall be held at the Ritz Carlton.

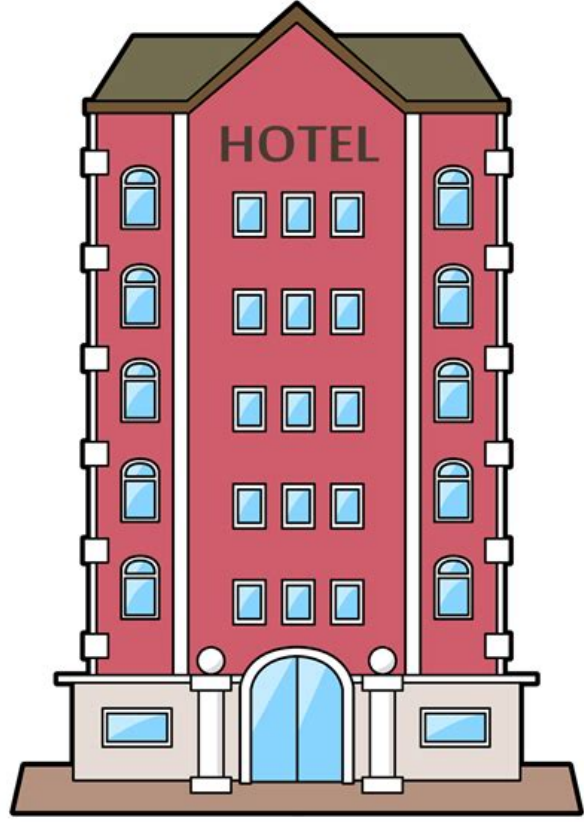


I move to amend by  
striking out the words “Ritz  
Carlton” and inserting the words  
“Four Seasons.”

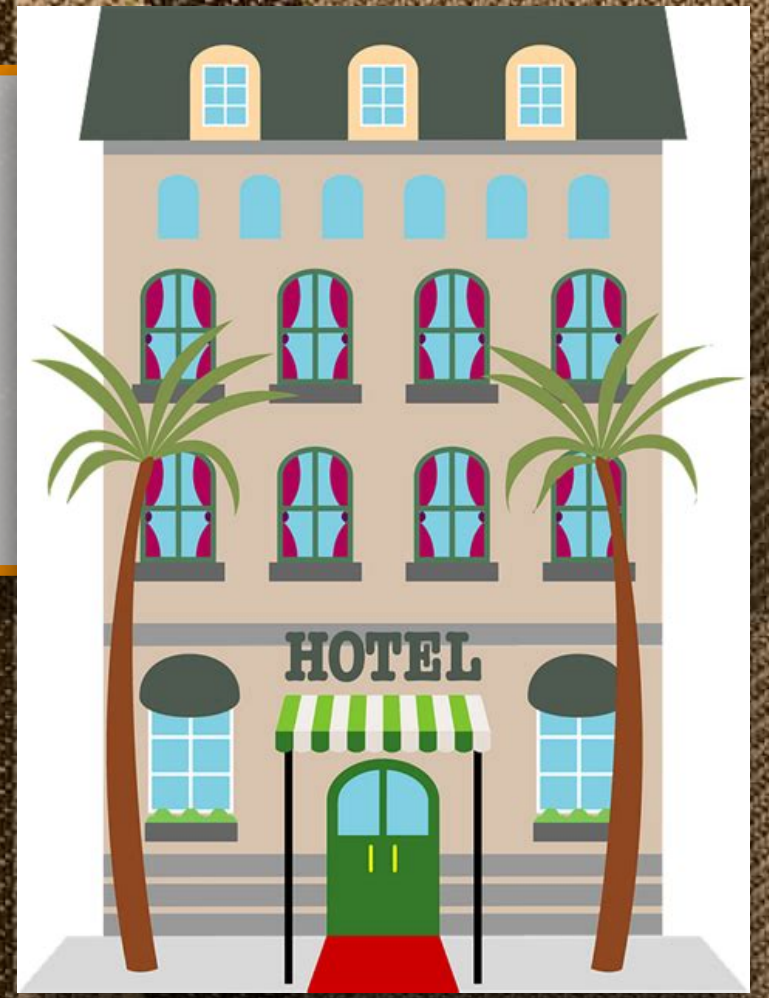




# WORDS



That a charity dinner  
shall be held at the **Four Seasons.**





# **Robert's Rules 102:**

## **Advancing Your Meeting Mastery**

**Tim Wynn, PRP**

**PerfectRules.com**