ROBERT'S RULES OF ORDER

Tips & Reminders

Robert's Rules of Order, which is also widely known as parliamentary procedure, was developed to ensure that meetings are fair, efficient, democratic and orderly. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

Follow the agenda to keep the group moving toward its goals

Let the group do its own work; don't overcommand

Control the flow of the meeting by recognizing members who ask to speak

Let all members speak once before allowing anyone to speak a second time

When discussions get off-track, gently guide the group back to the agenda

Model courtesy and respect, and insist that others do the same

Help to develop the board's skills in parliamentary procedure by properly using motions and points of order

Give each speaker your undivided attention

Keep an emotional pulse on the discussions

Allow a consensus to have the final authority of the group