

## Robert's Rules of Order, Newly Revised (In Brief) [11<sup>th</sup> Edition]

### – Relevant Highlights to the Parliamentarian Committee Item

- “The commonly need basics of parliamentary procedure are well within grasp of any person of ordinary schooling.” (p. 7)
- “A prime value of parliamentary procedure is that it provides processes through which an organization, large or small, can work out satisfactory solutions to the greatest number of questions in the least amount of time.” (p. 7)
- “It makes meetings go smoothly when everyone is in agreement, and allows the group to come to decisions fairly when issues are bitterly contested.” (p. 8)
- Ranking order of rules: (p. 84)
  - Law: rules prescribed by applicable law
  - Corporate Charter: for incorporated groups
  - Bylaws or Constitution: basic rules relating principally to itself as an organization
  - Rules of order: written rules of parliamentary procedure
    - Special rules of order: specific to organization
    - Parliamentary authority: general book of rules
  - Standing rules: administrative details
  - Custom
- Parliamentary Inquiry: (p. 94) [p. 293-94]
  - “Request for the chair’s opinion on parliamentary procedure as it relates to the business at hand”
- Parliamentarian’s Role: (p. 95) [p. 465-67]
  - To advise the presiding officer, responding to points of order and parliamentary inquiries, provide advice on conducting meeting according to the rules
    - “role during a meeting is purely an advisory and consultative one, since...”
    - “parliamentary law gives the chair alone the power to rule on questions of order or to answer parliamentary inquiries.”
  - President can appoint a parliamentarian (which should then sit next to the chair), role is purely advisory
  - Only the chair can rule on the appropriate application of rules
    - “only on the most involved matters should the presiding officer ask the parliamentarian to give an explanation directly to the group”
  - It is advisable for the chair, when possible, to confer with the parliamentarian before the meetings open, and during recesses, to anticipate any problems that may arise; avoiding frequent consultation during meetings
  - It is a duty to notify the chair, inconspicuously, of an “error in the proceedings that may affect the substantive rights of any member”
  - Chair “has the right to follow the advice of the parliamentarian or to disregard it”