

## **Robert's Rules Used with NSSLHA Executive Council**

Reference: Zimmerman, D. *Robert's Rules in Plain English*. Harper Perrenial 1997.

### **1. The President calls the meeting to order.**

The President will say, "*I call the meeting of the NSSLHA Executive Council to order at \_\_\_\_ a.m./p.m.*" As long as a quorum is present, the president will start the meeting on time.

### **2. A quorum in the NSSLHA Executive Council is a majority of members. If a quorum does not exist, the meeting cannot go on as planned.**

In the fall, a quorum is 9 members; the council consists of 10 Regional Councilors, 5 ASHA Consultants, and the Past-President. In the spring, a quorum is 8 members; the council consists of 10 Regional Councilors and 5 ASHA Consultants.

### **3. When the council wants to vote on a matter,**

a member of the council must say, "*I motion to...*" or "*I so move to...*" All motions must be made in the positive. For example, a councilor cannot say, "*I motion to not grant the University of XYZ a Regional Project Grant.*" As the President, you can remind the councilor to make the statement in the positive. You could suggest, "*I motion to grant the University of XYZ a Regional Project Grant.*" Also, it's a good idea to write down councilor's motions because you will have to restate the motion later.

Then another member of the council must second the vote. The councilor could say, "*I second.*"

Depending on how in-depth and/or controversial previous discussion on the topic has been, you announce, "*Discussion.*" Wait if anyone has anything else to say about the topic. If no one has anything to say, you can start the voting process. If people have something to say about the topic, the vote cannot occur until everyone has a

chance to discuss. When the discussion period seems over, one of the council members must say, *“I call the question.”* (For more information on discussions, see below.)

When asking for a verbal vote, the president can use the yea-nay contrast or the aye-no contrast.

The President will say, *“All those in favor of the motion to grant the University of XYZ a Regional Project Grant, say Aye/Yea.”*

If it was hard to tell how many people said “aye/yea,” the President will request, *“All those in favor of the motion, raise your hand.”*

Then the President will say, *“All those opposed of the motion, say no/Nay”* or *“All those opposed of the motion, raise your hand.”*

Then the President will ask, *“Abstentions?”* or *“All of those who abstain, say Aye”* or *“All of those who abstain, raise your hand.”* Asking for abstentions is important. Those who choose to abstain agree to go with the majority vote.

*An alternative way of voting is to ask the council to rise or stand.*

The majority of votes, “yea/aye” or “nay/no,” determines the vote. After clearly saying the result of the vote, the President will briefly say what will happen next. The President may say, *“The motion is passed. The Director of Operations will contact the University of XYZ and let them know that they have been granted a Regional Project grant”* OR *“The motion is defeated. Now the Director of Operations will contact the University of XYZ and let them know that they have not been granted a Region Project grant because of.....”*

4. **During discussions**, everyone who wants to contribute to the topic has an opportunity.
5. **If a motion is on the floor, a new motion cannot be discussed** until the council votes on the current motion. If someone suggests another motion, the President will say, “The motion to grant the University of XYZ a Regional Project grant is currently on the floor. According to Robert’s Rules, we can only discuss another motion after we vote on the current motion.”
6. **If a motion is on the floor, but the council feels like they need more information** before voting on the motion, a council member can defer the vote. Sometimes a topic will be tabled until the next meeting so that an ad hoc committee can further evaluate the topic.
7. **When transitioning between items on the agenda**, the President may say, “*The first business in order is to...(approve the minutes)....*” And then, “*The next business in order is to...(hear from Joe and his report on MC squared).*” After a councilor has spoken about a formal event, such as a committee report, thank the councilor by name and recap the topic he or she discussed. You could say, “*Thank you Joe for your report on MC squared.*”  
  
After the Old Business is discussed, the President will say, “*The next business in order will be New Business....*”
8. **The President may call a short recess.** Calling a recess is usually called when everyone has been sitting for several hours, an intense topic has been debated, or a guest speaker will be coming in soon. The President will say to the council, “*If there*

*is no objection, we will recess for ten minutes.”* If no one says, “*I object,*” then the President will say, “*There being no objection, we will recess for ten minutes.*”

If one person objects, the President will put the question to a vote (this would rarely happen). The President will say, “*An objection being made, the question is shall we recess for ten minutes? As many as are in favor, say Aye. Those opposed, say No.*” The majority rules. Depending on the majority, the President will say, “*The ayes have it, and we will recess for ten minutes,*” or “*The no's have it, and we will not recess for ten minutes.*”

- 9. If the person who has made a motion decides to take back the motion,** he/she says, “*Madame/Mister President, I request to withdraw the motion.*” Based on the general consent of the council, the President will say, “*If there is no objection, the motion will be withdrawn...there being no objection, the motion is withdrawn.*” If several members say, “*I object,*” then the council must vote on the motion on the floor and it cannot be withdrawn.
- 10. A person can make an amendment to his/her motion.** An amendment can also be amended by the person who made the motion.
- 11. After the New Business has been discussed, the President can adjourn the meeting.** The President will say, “*If there is no further business and there is no objection, the meeting will be adjourned...There being no objection, the meeting is adjourned.*”