

# Robert's Rules of Order

or – How to act in a big meeting room



This will help you:

1. The major focus of Convention is the Governance of our Sport
2. Order is important if we want to effectively govern ourselves
3. Have a voice in a big meeting room
4. Run a meeting using Robert's Rules
5. Have a bigger impact on Governance

# Who am I?

- Sam Hansen, Athlete-at-Large
- 9<sup>th</sup> time at convention
- Athlete Member on the Rule and Regulations Committee
- Head Parliamentarian for the House of Delegates
- How did I get here?
  - Read the red booklet
  - Speak up from the back of the room
  - Got roped into heading the presentation
  - Make video with college buddies

# Who is Robert?

- Robert's Rules of Parliamentary Procedure
- Invented a long time ago in England
- Used to maintain order in large-form meetings
- Makes sure everyone can present their opinion
- Keeps us from taking on too many things at once

# Why are you here?

- The major focus of Convention is the Governance of our Sport
- Order is important if we want to effectively govern ourselves
- Have a voice in a big meeting room
- Run a meeting using Robert's Rules
- Have a bigger impact on Governance of the Sport

# What's going to happen?

- Watch famous video
- Go over some of the tougher topics in more detail
- Run a short practice
- Q & A

# The Movie

- [Please, click here for the knowledge!](#)

# Approaching the Mic

- What is it: Before speaking, you must approach the microphone in the aisle
- Why does it exist:

In a meeting of 600 people, if everyone is yelling from their seat, things get out of order and the audience cannot clearly follow

- Procedure:
  - Stand Up
  - Walk to mic/line for mic
  - Wait to be recognized by the person running the meeting
  - Identify yourself
  - Speak

# Amending a Motion

- What is it: The ability of a member of a legislative body to make changes to legislative items being considered
- Why does it exist: To allow members to offer different language, offer improvements, or just generally change items being considered
- Procedure:
  - While an item of legislation is being discussed, approach the microphone and “Make a motion to amend ... “
  - Ensure that you have an clear idea of the correct, intended language before speaking at the microphone
  - Stay by the microphone in order to answer questions and explain

# Conversation must be germane to the motion

- What it is: When approaching the mic to state your opinion and stance on legislation, your point of view must be directly related to the item of legislation being considered at that time.
- Why does it exist: To keep the conversation relevant to the item at hand and to ensure the conversation doesn't go off topic
- How to comply
  - Read over the piece of legislation
  - Collect your thoughts
  - Before you speak, ensure that your contribution will be relevant to the legislative item being discussed
  - Share opinion at microphone

# Voting Blocks

- What is it: A tool to help us be efficient in our governing process and in our House of Delegates
- Why does it exist: To enable our House of Delegates to make quick decisions about a large number of legislative items
- Procedure:
  - Items of legislation will be considered in blocks (e.g. Block A, Block B, etc.)
  - The items of legislation will be announced, item by item by the Rules Chair
  - If a member of the HOD wants to “Pull” an item, that item is pulled
  - All remaining non-pulled items are voted on at the same time

# Pulling an Item of Legislation

- What is it: A tool to ensure members of our House of Delegates have the opportunity to discuss individual items of legislation
- Why does it exist: Because we have legislative voting blocks and we need to ensure that controversial legislative items can be discussed and amended on the HOD floor
- Procedure:
  - As the Rules Chair is calling out items of legislation by number, yell “Pull!”
  - IF YOU PULL AN ITEM OF LEGISLATION, YOU MUST BE WILLING AND ABLE TO SPEAK TO THE REASON WHY YOU PULLED THE ITEM

# Calling the Question

- What it does: Immediately enters a motion to stop all debate
- Why does it exist: To ensure that our governing body can move forward when debate stalls
- Procedure:
  - Approach the microphone
  - Identify yourself
  - Say “I Move to Call the Question”
  - Hope for a Second
  - Vote to end debate and immediately consider the motion on the floor

# Can I get a Volunteer?

- Who wants to volunteer?
- Topic: Whether we should add Mixed Relays as a USA Swimming Sanctioned event in to comply with FINA
- HINT: Follow Roberts Rules
  - Approach the mic
  - Wait to be recognized
  - Identify yourself
  - State your opinion and stance on item being considered

# How to take this home

- Available online after this presentation
  - This year's presentation
  - Link to video in the presentation
- Be the driver of change
- Do not be afraid to speak up!

# Q & A

- If you have a question, ask it.