



# **IEEE Standards and Robert's Rules of Order**

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- **Order of Business**
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- **400-500 A.D. Early Anglo-Saxon tribes meet**
- **1066 Great Councils began after Norman Conquest**
- **1258 "Parliament" was first used**
- **1547-1623 *Journal of the House of Commons***
- **1801 Jefferson's *Manual of Parliamentary Practice***
- **1845 Cushing's *Manual of Parliamentary Practice & Rules of Proceeding and Debates in Deliberative Assemblies***

- **U.S. Army Major Henry Martin Robert**
- **1863 -Interest sparked after presiding over a church meeting and discovering that delegates from different areas of the country did not agree about proper procedure.**
- **1876 -*Pocket Manual of Rules of Order for Deliberative Assemblies* published**

# Principles Underlying Parliamentary Law

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- **Justice tempered by courtesy must be afforded to all equally**
- **Balance of rights**
  - **The majority to decide**
  - **The minority to be heard**
  - **Absentees to be protected**

- **Determines course of action**
- **Group size demands formality**
- **Members are free to act**
- **Members present have equal weight**
- **Members are free to disagree**
- **Members present act as a whole**
  - **The will of the majority, determined by vote, is accepted as the decision of the assembly.**

- **Derives power and authority from another body by an instrument of law, such as bylaws**
- **Does not function autonomously**
- **An administrative, managerial or quasi-judicial body of elected or appointed persons**
- **Has the character of a deliberative assembly**
- **No minimum size**

- **A single official gathering of members**
- **In one room (area)**
- **To transact business**
- **No cessation of proceedings**
  - **Members do not separate, except for a recess**

- **Written rules of parliamentary procedure**
  - **Formally adopted**
- **For the orderly transaction of business**
- **IEEE uses *Robert's Rules of Order*; however, superior documents take precedence**

# Precedence of Documents for IEEE Standards

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- **New York State Not-for-Profit Law**
- **IEEE Certificate of Incorporation**
- **IEEE Constitution**
- **IEEE Bylaws**
- **IEEE Policy**
- **IEEE Board of Director Resolutions**
- **IEEE Standards Association Operations Manual**

# Precedence of Documents for IEEE Standards

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- **IEEE-SA Standards Board Bylaws**
- **IEEE-SA Standards Board Operations Manual**
- **IEEE Standards Style Manual**
- **Sponsor Operating Procedures**
- **Robert's Rules of Order**
- **IEEE Standards Companion**

- **Can be set by the bylaws; otherwise, a simple majority**
- **If no quorum exists, a meeting can be called to order; however, the only acceptable actions are:**
  - **Adjourn**
  - **Recess and take measures to obtain a quorum**
- **Once a meeting begins, a quorum is presumed to exist until the chair or a member notices a quorum no longer exists.**

- **Chair must announce loss of a quorum before taking a vote.**
- **Member may question the presence of a quorum by making a point of order.**
- **Once loss of a quorum is confirmed, business can no longer be transacted.**

- **Notice**
- **Call to Order**
- **Roll Call/Determination of a Quorum**
- **Adoption of the Agenda**
- **Approval of the Minutes of the Previous Meeting**
- **Report of Officers**
- **Report of Standing Committees**
- **Reports of Special (Ad hoc) Committees**

- **Special Orders**
  - **Motions previously postponed**
- **Unfinished Business and General Orders**
  - **Items interrupted by adjournment**
  - **Motions to be taken from the table**
  - **Motion to reconsider an earlier action**
- **New Business**
- **Announcements**
- **Adjournment**

- **Unofficial agenda accompanies notice**
- **May be modified before adoption**
- **Once approved, it is property of assembly**
- **Changes to order of business require a two-thirds vote**
- **Consent agenda**

- **A formal proposal by a member that the assembly take a certain action**
- **Business is brought before an assembly by the motion of a member**
- **Basic form is a Main Motion**
  - **Sets a pattern from which other motions are derived**
  - **Other motions may be made and are considered first with respect to the Main Motion**

- **Member makes the motion**
  - **Uses the word "move"**
- **Another member seconds the motion**
  - **Not required for motions from committees**
- **Before the motion is restated by the chair, any member can rise, without waiting to be recognized, and suggest a modification of the wording to clarify the motion.**

- **The maker of the motion can choose to accept or reject the modified wording (does not require a second).**
- **If the motion is in order, the chair "states the question"**
  - **Ensure clarity by re-stating the motion**
  - **Only the chair can place business before the assembly**

# Considering a Main Motion - Debate

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- **Once the question is stated, the motion is pending and open to debate**
- **At this point, the motion belongs to the assembly**
- **Maker of motion has the right to speak first**
- **Chair assigns floor**
- **Floor can be assigned to a member again after all wishing to speak have done so**
- **There may be a time limit**

# Considering a Main Motion - Debate

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- **Debate is confined to the merits of the pending motion**
- **Debate cannot be closed by the chair as long as any member wishes to speak**
  - **Except by order of the assembly**
  - **Motion to “call the question”**
  - **Not debatable, requires majority**

# Considering a Main Motion - Debate

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- **Speakers cannot be interrupted so long as rules are not violated**
- **Speakers should address the chair**
- **Speakers should not attack or allude to the motives of members**

# Considering a Main Motion - Debate

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- **Putting the question**
  - Chair assumes unanimous consent
  - “Are you ready for the question?”
- **Take vote**
  - Voice
  - Show of hands
  - Roll call
- **Announce result**
  - “Carried” or “adopted”
  - “Lost” or “rejected”

# Order of Precedence of Motions

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- **Main Motions**
  - Can be made only when no other motion is pending
  - Only one Main Motion at a time
- **Secondary Motions**
  - Subsidiary Motions
  - Privileged Motions
  - Incidental Motions

# Order of Precedence of Motions

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- **Only one question can be considered at a time**
  - **Main Motions rank lowest**
  - **Main Motions are last in sequence (not importance) and**
  - **Secondary Motions are considered before Main Motions**

# Order of Precedence of Motions

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- **Unclassified motions**
  - **Bring a question again before the assembly**
  - **Reconsider**
  - **Remove from the table**
  - **Are considered as main motions, but cannot be amended**

- **Subsidiary Motions change or affect how the main motion is handled and are voted on before the main motion.**
- **Amend changes the wording of the main motion before it is voted upon. An amendment must be germane to the main motion.**
- **Postpone Indefinitely is made when the assembly does not want to take a position on the main question.**

- **Secondary Amendment** can be offered to an amendment (amendment of the second order).
- **Refer (Commit)** sends a pending motion to a standing committee, or to an ad hoc (special) committee to be appointed or elected, for consideration.
- **Postpone Definitely** delays action until a certain time specified in the motion (not beyond the next regular business meeting).

- **Limit or Extend Debate** is used (1) to reduce or increase the number or length of speeches permitted or (2) to require that debate be closed at a specified time.
- **Previous Question ("Call for the Question")** immediately closes debate if passed. Requires a second and a two-thirds vote.
- **Lay on the Table** enables the assembly to lay the pending question aside temporarily when something else of immediate urgency has arisen. It is not debatable.

- **Privileged Motions do not relate to the pending business but have to deal with urgent matters which, without debate, must be considered immediately.**
- **Call for the Orders of the Day requires the assembly to conform to the agenda or to take up a general or special order that is due to come up at the time ("time certain"), unless two-thirds of those voting wish to do otherwise. A member can interrupt a speaker to call for the orders of the day.**

- **Raise a Question of Privilege permits a request or main motion relating to the rights and privileges of the assembly or any of its members.**
- **Examples include requests relating to members' ability to hear a speaker or a request to go into Executive Session (closed session). A member may interrupt a speaker to raise a question of privilege.**

- **Executive Session:**
  - Any meeting or portion of a meeting at which the proceedings are secret
  - Only members are entitled to attend
  - Minutes are not recorded
- **Good standards practice requires openness and precludes use of executive session.**

- **Recess is used to request an intermission which does not close the meeting.**
- **Adjourn is used to close the meeting immediately. Not debatable.**
- **Fix the Time to Which to Adjourn sets the time, and sometimes the place, for another meeting ("adjourned meeting") before the next regular business meeting to continue business of the session.**

- **Incidental Motions are questions of procedure that arise out of other motions and must be considered before the other motion.**
- **Point of Order is used when a member believes that the rules of the assembly are being violated, thereby calling on the chair for a ruling and enforcement of the rules. A member can interrupt a speaker to raise a point of order.**

- **Appeal is used to challenge the chair's ruling on a question of parliamentary procedure. A member can interrupt a speaker to appeal from the decision of the chair.**
- **Suspend the Rules is used to make a parliamentary rule or special rule of an organization temporarily inoperative. Normally requires a two-thirds vote.**

- **Withdraw** permits the maker of a motion to remove it from deliberation after the motion has been stated by the chair. If there is not unanimous consent, the motion is debated and voted upon.
- **Point of Information** requests to the chair, or through the chair to another officer or member, to provide information relevant to the business at hand. A point of information must be in the form of a question.

- **Objection to the Consideration of a Question suppresses business that is irrelevant or inappropriate and undesirable to be discussed. The objection must be made immediately (acceptable to interrupt a speaker). Does not require a second, is not debatable, and requires a two-thirds vote opposed to consideration in order to pass.**

- **Division of a Question divides a motion containing two or more provisions that can stand alone so that each provision can be considered and voted upon separately. Not debatable.**
- **Division of the Assembly is used to demand a rising vote to verify the vote count. The motion can be made without obtaining the floor, does not require a second, is not debatable, and does not require a vote.**

# Application of *Robert's Rules of Order*

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- **Guideline for chair to handle business**
  - Discretionary degree of formality
  - Good format for order of business
- **Amending motions**
  - An IEEE practice —friendly amendments
- **General consent**
  - “If there is no objection ....”
  - Useful in managing changes to the agenda during the meeting
  - Should not be used in place of voting on motions