

# Dispelling Parliamentary Myths

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[PerfectRules.com](https://PerfectRules.com)



**VOTING**



# DISPELLING MYTHS

**Is Majority The Same Thing As  
“51%” and “Half Plus One”?**

**YES**

**NO**




# DISPELLING MYTHS

**Is Majority The Same Thing As  
“51%” and “Half Plus One”?**



**NO**



The background of the image consists of a deep red, textured curtain with vertical pleats and large, circular, scalloped valances at the top. The lighting is slightly darker at the top and bottom edges, creating a sense of depth.

**Majority  
Vs.  
51 %**



**Majority = “More Than Half”**



# Majority = “More Than Half”

What is “More than Half” of 1,000?



# Majority = “More Than Half”

What is “More than Half” of 1,000?

**Anything Over 500**



# Majority = “More Than Half”

What is “More than Half” of 1,000?

**Anything Over 500**

Would 507 be a Majority of 1,000?



# Majority = “More Than Half”

**What is “More than Half” of 1,000?**

**Anything Over 500**

**Would 507 be a Majority of 1,000?**

**Yes**



# Majority = “More Than Half”

**What is “More than Half” of 1,000?**

**Anything Over 500**

**Would 507 be a Majority of 1,000?**

**Yes**

**Would 507 Votes Adopt the Motion?**



# Majority = “More Than Half”

What is “More than Half” of 1,000?	Anything Over 500
Would 507 be a Majority of 1,000?	Yes
Would 507 Votes Adopt the Motion?	Yes



# Majority = “More Than Half”

What is “More than Half” of 1,000?	Anything Over 500
Would 507 be a Majority of 1,000?	Yes
Would 507 Votes Adopt the Motion?	Yes

**51%**



# Majority = “More Than Half”

What is “More than Half” of 1,000?	Anything Over 500
Would 507 be a Majority of 1,000?	Yes
Would 507 Votes Adopt the Motion?	Yes

**51%**

What is 51% of 1,000?



# Majority = “More Than Half”

What is “More than Half” of 1,000?	Anything Over 500
Would 507 be a Majority of 1,000?	Yes
Would 507 Votes Adopt the Motion?	Yes

**51%**

What is 51% of 1,000?	510
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# Majority = “More Than Half”

What is “More than Half” of 1,000?	Anything Over 500
Would 507 be a Majority of 1,000?	Yes
Would 507 Votes Adopt the Motion?	Yes

**51%**

What is 51% of 1,000?	510
Would 507 be 51% of 1,000?	



# Majority = “More Than Half”

What is “More than Half” of 1,000?	Anything Over 500
Would 507 be a Majority of 1,000?	Yes
Would 507 Votes Adopt the Motion?	Yes

**51%**

What is 51% of 1,000?	510
Would 507 be 51% of 1,000?	No



# Majority = “More Than Half”

What is “More than Half” of 1,000?	Anything Over 500
Would 507 be a Majority of 1,000?	Yes
Would 507 Votes Adopt the Motion?	Yes

**51%**

What is 51% of 1,000?	510
Would 507 be 51% of 1,000?	No
Would 507 Votes Adopt the Motion?	




# Majority = “More Than Half”

What is “More than Half” of 1,000?	Anything Over 500
Would 507 be a Majority of 1,000?	Yes
Would 507 Votes Adopt the Motion?	Yes

**51%**

What is 51% of 1,000?	510
Would 507 be 51% of 1,000?	No
Would 507 Votes Adopt the Motion?	No



The background of the image is a deep red, textured surface resembling theater curtains. At the top, there are four large, circular, concentric ruffles or valances. The main body of the image consists of vertical pleats or folds in the curtain fabric. The text is centered in the middle of the image.

# Majority Vs. “Half Plus One”



**Majority = “More Than Half”**



# Majority = “More Than Half”

What is “More than Half” of 17?



# Majority = “More Than Half”

What is “More than Half” of 17?

**Anything Over 8.5**



# Majority = “More Than Half”

What is “More than Half” of 17?

**Anything Over 8.5**

Would 9 be a Majority of 17?



# Majority = “More Than Half”

**What is “More than Half” of 17?**

**Anything Over 8.5**

**Would 9 be a Majority of 17?**

**Yes**



# Majority = “More Than Half”

**What is “More than Half” of 17?**

**Anything Over 8.5**

**Would 9 be a Majority of 17?**

**Yes**

**Would 9 Votes Adopt the Motion?**



# Majority = “More Than Half”

What is “More than Half” of 17?	Anything Over 8.5
Would 9 be a Majority of 17?	Yes
Would 9 Votes Adopt the Motion?	Yes



# Majority = “More Than Half”

What is “More than Half” of 17?	Anything Over 8.5
Would 9 be a Majority of 17?	Yes
Would 9 Votes Adopt the Motion?	Yes

Half Plus One



# Majority = “More Than Half”

What is “More than Half” of 17?	Anything Over 8.5
Would 9 be a Majority of 17?	Yes
Would 9 Votes Adopt the Motion?	Yes

## Half Plus One

What is “Half + 1” of 17?



# Majority = “More Than Half”

What is “More than Half” of 17?	Anything Over 8.5
Would 9 be a Majority of 17?	Yes
Would 9 Votes Adopt the Motion?	Yes

## Half Plus One

What is “Half + 1” of 17?	9.5
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# Majority = “More Than Half”

What is “More than Half” of 17?	Anything Over 8.5
Would 9 be a Majority of 17?	Yes
Would 9 Votes Adopt the Motion?	Yes

## Half Plus One

What is “Half + 1” of 17?	9.5
Would 9 be “Half + 1” of 17?	



# Majority = “More Than Half”

What is “More than Half” of 17?	Anything Over 8.5
Would 9 be a Majority of 17?	Yes
Would 9 Votes Adopt the Motion?	Yes

## Half Plus One

What is “Half + 1” of 17?	9.5
Would 9 be “Half + 1” of 17?	No



# Majority = “More Than Half”

What is “More than Half” of 17?	Anything Over 8.5
Would 9 be a Majority of 17?	Yes
Would 9 Votes Adopt the Motion?	Yes

## Half Plus One

What is “Half + 1” of 17?	9.5
Would 9 be “Half + 1” of 17?	No
Would 9 Votes Adopt the Motion?	



# Majority = “More Than Half”

What is “More than Half” of 17?	Anything Over 8.5
Would 9 be a Majority of 17?	Yes
Would 9 Votes Adopt the Motion?	Yes

## Half Plus One

What is “Half + 1” of 17?	9.5
Would 9 be “Half + 1” of 17?	No
Would 9 Votes Adopt the Motion?	No



# What Does Majority Mean?

HALF PLUS ONE

51%

MORE THAN HALF



# What Does Majority Mean?

~~HALF PLUS ONE~~

51%

MORE THAN HALF



# What Does Majority Mean?

~~HALF PLUS ONE~~

~~51%~~

MORE THAN HALF



# What Does Majority Mean?

**MORE THAN HALF**



# DISPELLING MYTHS

**Does The Candidate With The  
Most Votes Always Win The  
Election?**

**YES**

**NO**



# DISPELLING MYTHS

**Does The Candidate With The  
Most Votes Always Win The  
Election?**



**NO**



# ROBERT'S RULES OF ORDER

**“In recording the votes cast, the principle followed is that a choice has no mandate from the voting body unless approval is expressed by more than half of those entitled to vote and registering any evidence of having some preference.”**

**RONR (12th ed.) 45:31**



# ROBERT'S RULES OF ORDER

**“A *plurality vote* is the largest number of votes to be given any candidate or proposition when three or more choices are possible; the candidate or proposition receiving the largest number of votes has a plurality.”**

**RONR (12th ed.) 44:11**



# ROBERT'S RULES OF ORDER

**“A plurality that is not a majority never chooses a proposition or elects anyone to office except by virtue of a special rule previously adopted.”**

**RONR (12th ed.) 44:11**



# ROBERT'S RULES OF ORDER

**“If such a rule is to apply to the election of officers, it must be prescribed in the bylaws.”**

**RONR (12th ed.) 44:11**



# Majority Required To Elect



# Majority Required To Elect

Candidate #1

Candidate #2

Candidate #3



# Majority Required To Elect

Candidate #1

45

Candidate #2

Candidate #3



# Majority Required To Elect

Candidate #1

45

Candidate #2

38

Candidate #3



# Majority Required To Elect

Candidate #1

45

Candidate #2

38

Candidate #3

17



# Majority Required To Elect

Candidate #1

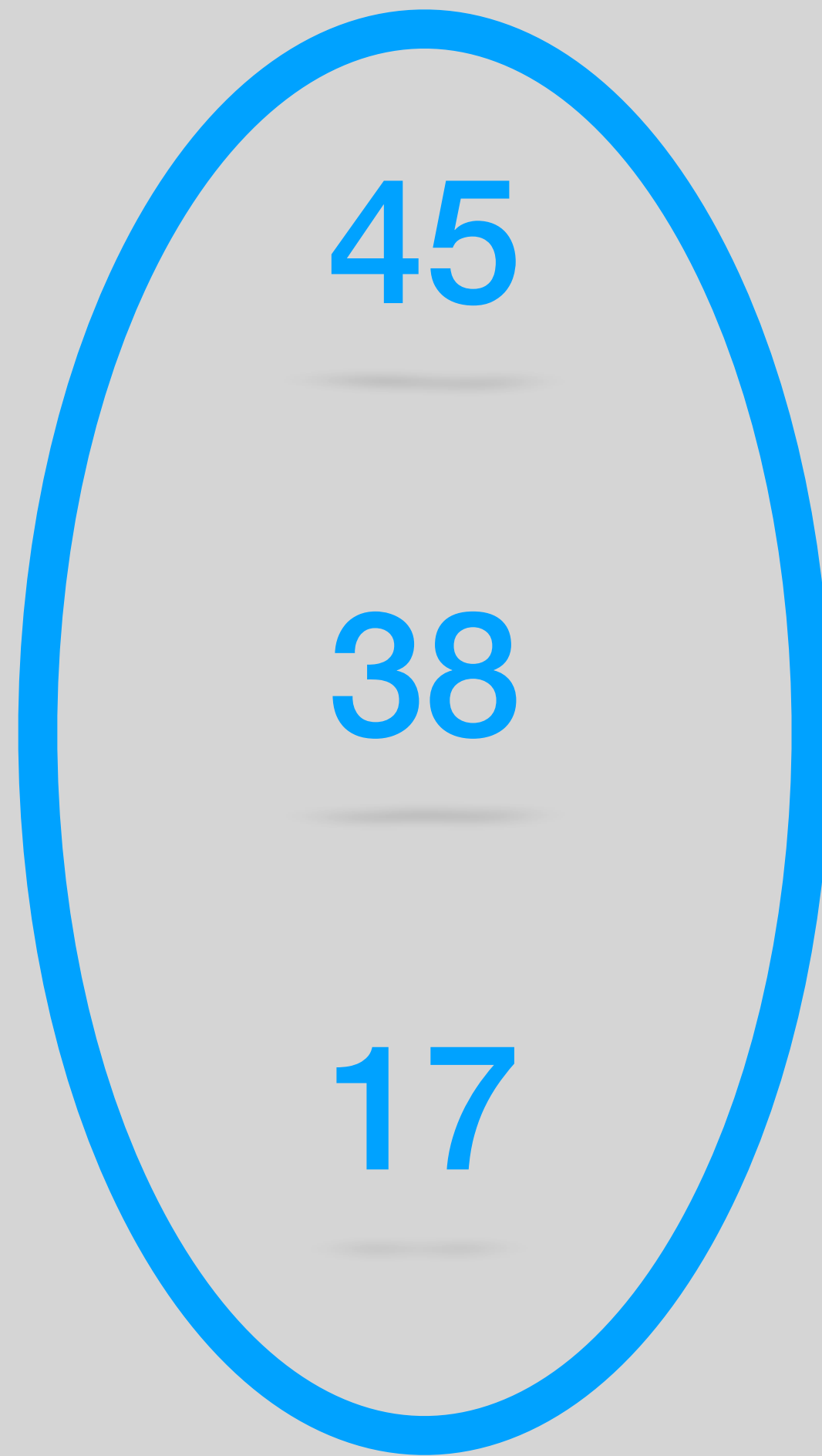
45

Candidate #2

38

Candidate #3

17





# Majority Required To Elect

Candidate #1

45

Candidate #2

38

Candidate #3

17

Total  
100



# Majority Required To Elect

Candidate #1

45

Candidate #2

38

Candidate #3

17

Total  
100

Necessary to  
Elect

51



# Majority Required To Elect

Candidate #1

45

Candidate #2

38

Candidate #3

17

Total  
100

Necessary to  
Elect

51



# Majority Required To Elect

Candidate #1

45

Candidate #2

38

Candidate #3

17

Total  
100

Necessary to  
Elect

51



# Majority Required To Elect

Candidate #1

45



Candidate #2

38



Candidate #3

17



Total  
100

Necessary to  
Elect

51



# ROBERT'S RULES OF ORDER

**“ . . . if any office remains unfilled after the first ballot, the balloting is repeated for that office as many times as necessary to obtain a majority vote for a single candidate.”**

**RONR (12th ed.) 46:32**



# ROBERT'S RULES OF ORDER

**“When repeated balloting for an office is necessary, individuals are never removed from candidacy on the next ballot unless they voluntarily withdraw — which they are not obligated to do.”**

**RONR (12th ed.) 46:32**



# Majority Required To Elect

Candidate #1

Candidate #2

Candidate #3



# Majority Required To Elect

Candidate #1

58

Candidate #2

Candidate #3



# Majority Required To Elect

Candidate #1

58

Candidate #2

46

Candidate #3



# Majority Required To Elect

Candidate #1

58

Candidate #2

46

Candidate #3

11



# Majority Required To Elect

Candidate #1

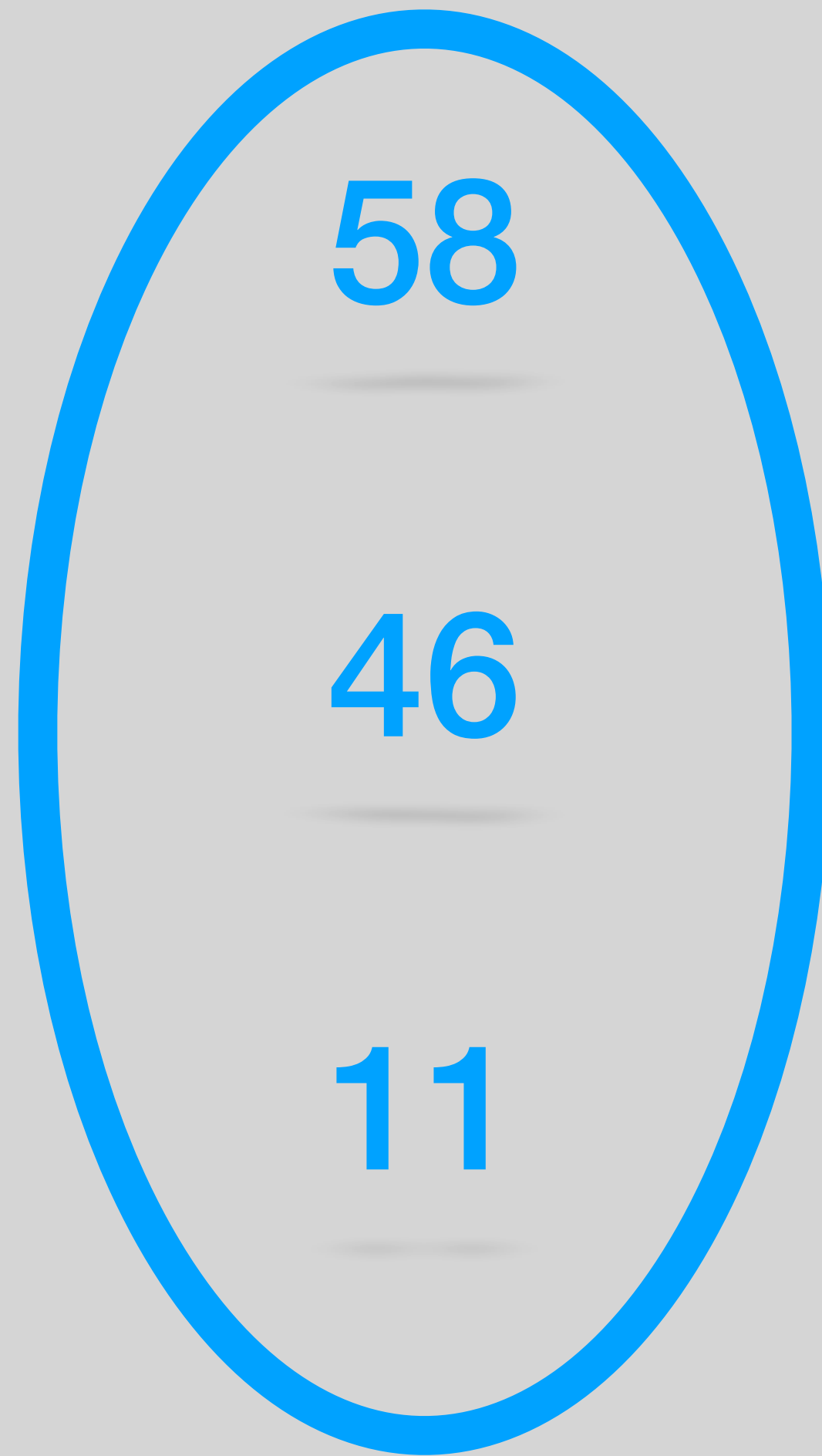
58

Candidate #2

46

Candidate #3

11





# Majority Required To Elect

Candidate #1

58

Candidate #2

46

Candidate #3

11

Total  
115



# Majority Required To Elect

Candidate #1

58

Candidate #2

46

Candidate #3

11

Total  
115

Necessary to  
Elect

58



# Majority Required To Elect

Candidate #1

58

Candidate #2

46

Candidate #3

11

Total  
115

Necessary to  
Elect

58



# Majority Required To Elect

Candidate #1

58

Candidate #2

46

Candidate #3

11

Total  
115

Necessary to  
Elect

58



# Majority Required To Elect

Candidate #1

58

Candidate #2

46

Candidate #3

11

Total  
115

Necessary to  
Elect

58



# Majority Required To Elect

Candidate #1

58



Candidate #2

46



Candidate #3

11



Total  
115

Necessary to  
Elect

58



# DISPELLING MYTHS

**Is It True That The Chair Can Only  
Vote To Break A Tie?**

**YES**

**NO**



# DISPELLING MYTHS

**Is It True That The Chair Can Only  
Vote To Break A Tie?**



**NO**



**The chair only votes when his  
vote would affect the outcome.**

*- RONR (12th ed.) 44:12*



**The chair only votes when his  
vote would affect the outcome.**

*- RONR (12th ed.) 44:12*

**However, in committees and in small boards,  
the chair votes right along with other members.**



# Can The Chair Vote?



# Can The Chair Vote?



27 In Favor - 27 Opposed



# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost



# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost



What would happen if the chair voted **In Favor**?



# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost



What would happen if the chair voted **In Favor**?

28 In Favor - 27 Opposed



# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost



What would happen if the chair voted **In Favor**?

28 In Favor - 27 Opposed

**New Outcome:** The motion is adopted



# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost



What would happen if the chair voted **In Favor**?

28 In Favor - 27 Opposed

**New Outcome:** The motion is adopted

Chair's vote would affect the outcome.



# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost



What would happen if the chair voted **In Favor**?

28 In Favor - 27 Opposed

**New Outcome:** The motion is adopted



Chair's vote would affect the outcome.

The chair can vote.



# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost





# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost





# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost





# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost



What would happen if the chair voted **Against**?



# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost



What would happen if the chair voted **Against**?

27 In Favor - 28 Opposed



# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost



What would happen if the chair voted **Against**?

27 In Favor - 28 Opposed

**Outcome:** The motion is still lost



# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost



What would happen if the chair voted **Against**?

27 In Favor - 28 Opposed

**Outcome:** The motion is still lost

Chair's vote would **NOT** affect the outcome.



# Can The Chair Vote?



27 In Favor - 27 Opposed

**Outcome:** The motion is lost



What would happen if the chair voted **Against**?

27 In Favor - 28 Opposed

**Outcome:** The motion is still lost



Chair's vote would **NOT** affect the outcome.

The chair can **NOT** vote.



# Can The Chair Vote?





# Can The Chair Vote?

34 In Favor - 33 Opposed





# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted





# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted



What would happen if the chair voted **In Favor**?



# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted



What would happen if the chair voted **In Favor**?

35 In Favor - 33 Opposed



# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted



What would happen if the chair voted **In Favor**?

35 In Favor - 33 Opposed

**Outcome:** The motion is still adopted



# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted



What would happen if the chair voted **In Favor**?

35 In Favor - 33 Opposed

**Outcome:** The motion is still adopted

Chair's vote would **NOT** affect the outcome.



# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted



What would happen if the chair voted **In Favor**?

35 In Favor - 33 Opposed

**Outcome:** The motion is still adopted



Chair's vote would **NOT** affect the outcome.

The chair can **NOT** vote.



# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted





# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted





# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted





# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted



What would happen if the chair voted **Against**?



# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted



What would happen if the chair voted **Against**?

34 In Favor - 34 Opposed



# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted



What would happen if the chair voted **Against**?

34 In Favor - 34 Opposed

**New Outcome:** The motion is lost



# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted



What would happen if the chair voted **Against**?

34 In Favor - 34 Opposed

**New Outcome:** The motion is lost

Chair's vote would affect the outcome.



# Can The Chair Vote?



34 In Favor - 33 Opposed

**Outcome:** The motion is adopted



What would happen if the chair voted **Against**?

34 In Favor - 34 Opposed

**New Outcome:** The motion is lost



Chair's vote would affect the outcome.

The chair can vote.



# Can The Chair Vote?



*Two-Thirds  
Vote*





# Can The Chair Vote?



29 In Favor - 15 Opposed

*Two-Thirds  
Vote*





# Can The Chair Vote?



29 In Favor - 15 Opposed

**Outcome:** The motion is lost

*Two-Thirds  
Vote*





# Can The Chair Vote?



29 In Favor - 15 Opposed

**Outcome:** The motion is lost

*Two-Thirds  
Vote*



What would happen if the chair voted **In Favor**?



# Can The Chair Vote?



29 In Favor - 15 Opposed

**Outcome:** The motion is lost

*Two-Thirds  
Vote*



What would happen if the chair voted **In Favor**?

30 In Favor - 15 Opposed



# Can The Chair Vote?



29 In Favor - 15 Opposed

**Outcome:** The motion is lost

*Two-Thirds  
Vote*



What would happen if the chair voted **In Favor**?

30 In Favor - 15 Opposed

**New Outcome:** The motion is adopted



# Can The Chair Vote?



29 In Favor - 15 Opposed

**Outcome:** The motion is lost

*Two-Thirds  
Vote*



What would happen if the chair voted **In Favor**?

30 In Favor - 15 Opposed

**New Outcome:** The motion is adopted

Chair's vote would affect the outcome.



# Can The Chair Vote?



29 In Favor - 15 Opposed

**Outcome:** The motion is lost

*Two-Thirds  
Vote*



What would happen if the chair voted **In Favor**?

30 In Favor - 15 Opposed

**New Outcome:** The motion is adopted



Chair's vote would affect the outcome.

The chair can vote.



# Can The Chair Vote?



29 In Favor - 15 Opposed

**Outcome:** The motion is lost

*Two-Thirds  
Vote*





# Can The Chair Vote?



29 In Favor - 15 Opposed

**Outcome:** The motion is lost

*Two-Thirds  
Vote*



What would happen if the chair voted **Against**?



# Can The Chair Vote?



29 In Favor - 15 Opposed

**Outcome:** The motion is lost

*Two-Thirds  
Vote*



What would happen if the chair voted **Against**?

29 In Favor - 16 Opposed



# Can The Chair Vote?



29 In Favor - 15 Opposed

**Outcome:** The motion is lost

*Two-Thirds  
Vote*



What would happen if the chair voted **Against**?

29 In Favor - 16 Opposed

**Outcome:** The motion is still lost



# Can The Chair Vote?



29 In Favor - 15 Opposed

**Outcome:** The motion is lost

*Two-Thirds  
Vote*



What would happen if the chair voted **Against**?

29 In Favor - 16 Opposed

**Outcome:** The motion is still lost

Chair's vote would **NOT** affect the outcome.



# Can The Chair Vote?



29 In Favor - 15 Opposed

**Outcome:** The motion is lost

*Two-Thirds  
Vote*



What would happen if the chair voted **Against**?

29 In Favor - 16 Opposed

**Outcome:** The motion is still lost



Chair's vote would **NOT** affect the outcome.

The chair can **NOT** vote.



# DISPELLING MYTHS

**Is The Word “Proxy” The Proper Term For A Form A Member Uses To Vote On An Issue Or Elect Officers When That Member Will Not Be Present At The Meeting?**

**YES**

**NO**



# DISPELLING MYTHS

**Is The Word “Proxy” The Proper Term For A Form A Member Uses To Vote On An Issue Or Elect Officers When That Member Will Not Be Present At The Meeting?**



**NO**



# Confusion By Proxy



# Confusion By Proxy

Proxy



# Confusion By Proxy

**Proxy**

**Absentee Ballot**



# Confusion By Proxy

## Proxy

**“A proxy is a power of attorney given by one person to another to vote in his stead; the term also designates the person who holds the power of attorney.”**



# Confusion By Proxy

Proxy



**“A proxy is a power of attorney given by one person to another to vote in his stead; the term also designates the person who holds the power of attorney.”**



# Confusion By Proxy



**“A proxy is a power of attorney given by one person to another to vote in his stead; the term also designates the person who holds the power of attorney.”**



# Confusion By Proxy

Proxy



**“A proxy is a power of attorney given by one person to another to vote in his stead; the term also designates the person who holds the power of attorney.”**



# Confusion By Proxy

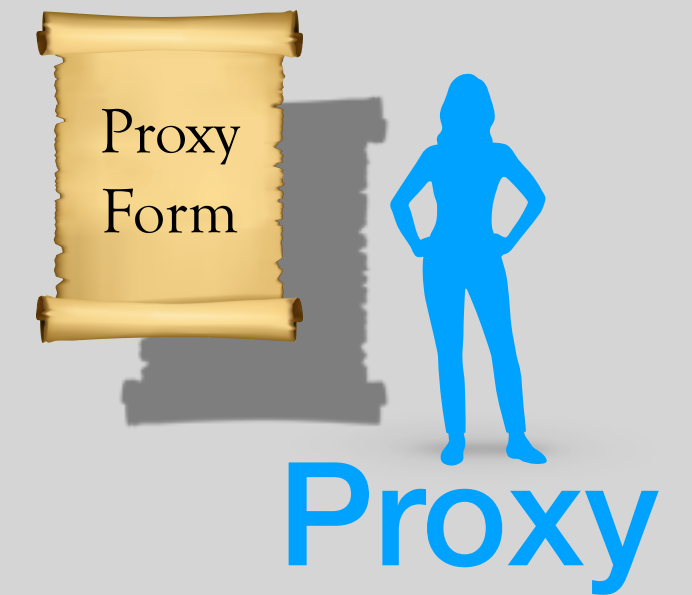


**“A proxy is a power of attorney given by one person to another to vote in his stead; the term also designates the person who holds the power of attorney.”**



# Confusion By Proxy

Proxy

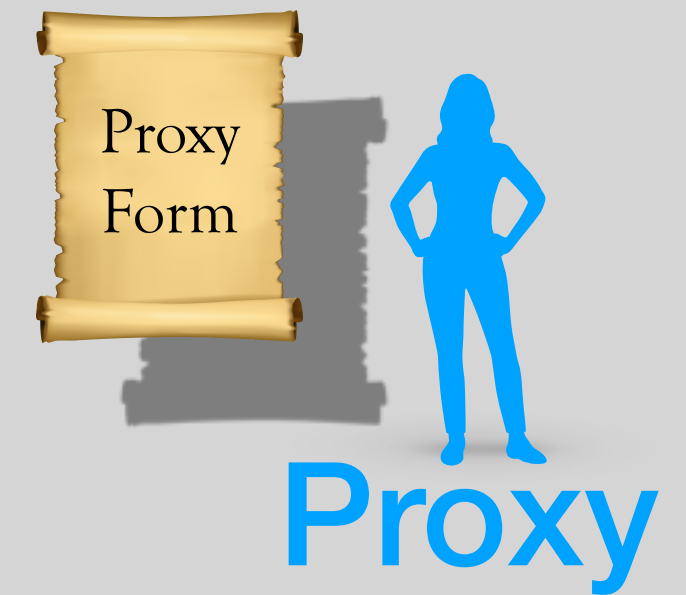


Absentee Ballot



# Confusion By Proxy

Proxy



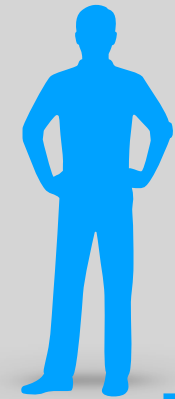
Absentee Ballot

A Vote By Mail, e-Mail, Or Other Form  
Of Delivery Outside Of A Meeting

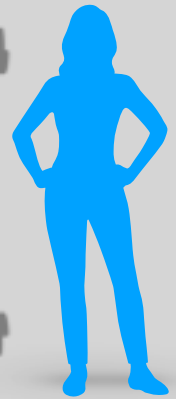


# Confusion By Proxy

Proxy



Member



Proxy

Absentee Ballot



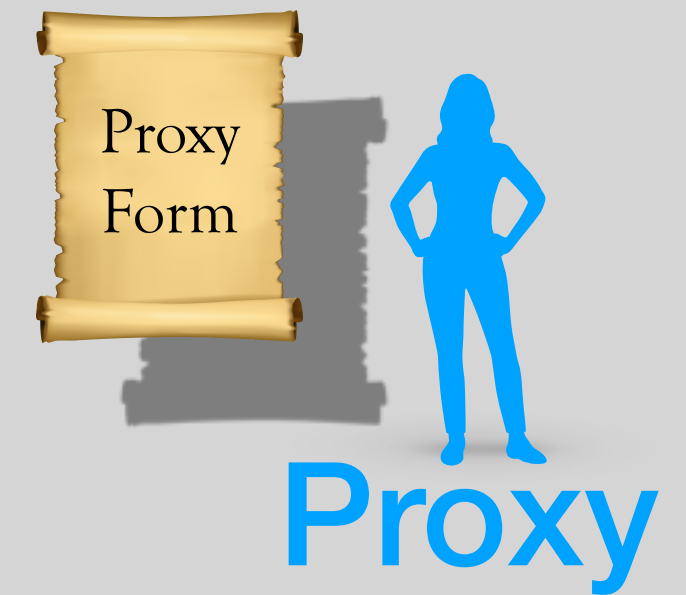
Member

A Vote By Mail, e-Mail, Or Other Form  
Of Delivery Outside Of A Meeting

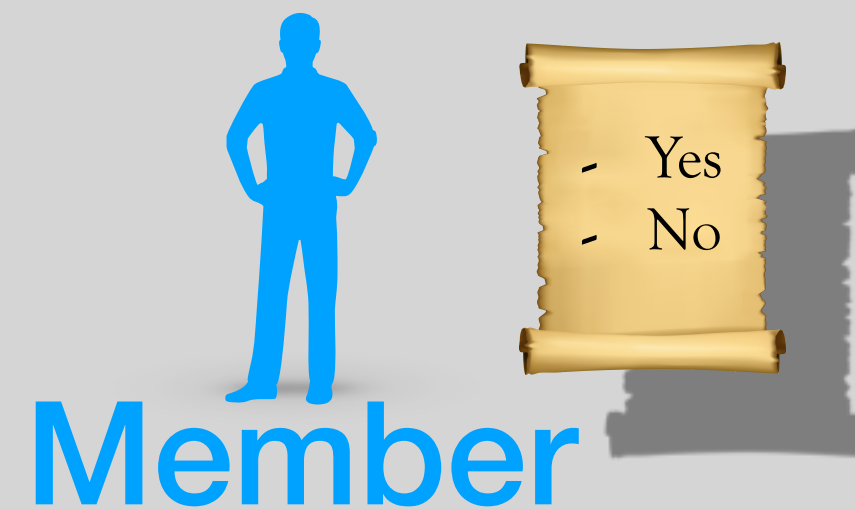


# Confusion By Proxy

Proxy



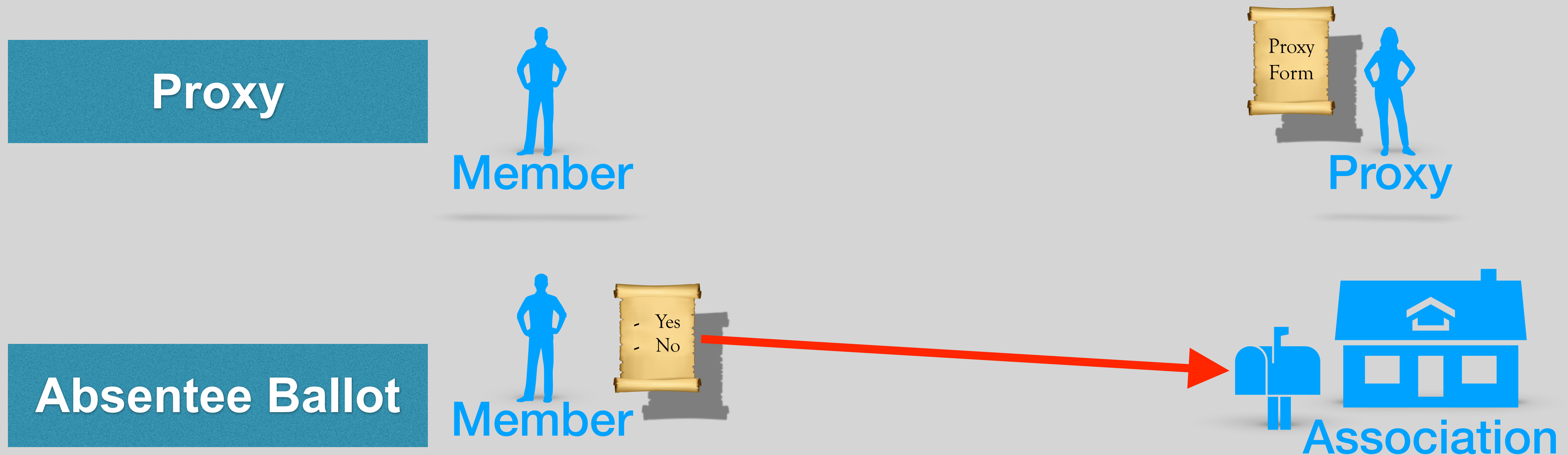
Absentee Ballot



A Vote By Mail, e-Mail, Or Other Form  
Of Delivery Outside Of A Meeting



# Confusion By Proxy



**A Vote By Mail, e-Mail, Or Other Form  
Of Delivery Outside Of A Meeting**



# SUSPENDING THE RULES



# DISPELLING MYTHS

**If A Rule Is Suspended, Does  
That Rule Need To Be  
Reinstated?**

**YES**

**NO**



# DISPELLING MYTHS

**If A Rule Is Suspended, Does  
That Rule Need To Be  
Reinstated?**



**NO**



# Suspending The Rules



# **Suspending The Rules**

**Resolutions #3, #4, #5 Have Been  
Postponed To 10:30.**



# Suspending The Rules



**Resolutions #3, #4, #5 Have Been  
Postponed To 10:30.**



# Suspending The Rules



Rule: A postponed question cannot be taken up *before* the time for which it is set.

Resolutions #3, #4, #5 Have Been  
Postponed To 10:30.



# Suspending The Rules

Rule: A postponed question cannot be taken up *before* the time for which it is set.





# Suspending The Rules



**Rule:** A postponed question cannot be taken up *before* the time for which it is set.



I move to suspend the rules and take up resolution #3.



# Suspending The Rules

Rule: A postponed question cannot be taken up *before* the time for which it is set.





# Suspending The Rules



10:08

Rule: A postponed question cannot be taken up *before* the time for which it is set.

If The Motion To Suspend The Rules Is Adopted





# Suspending The Rules



10:08

Rule: A postponed question cannot be taken up *before* the time for which it is set.

If The Motion To Suspend The Rules Is Adopted



Resolution #3 Is Taken Up





# Suspending The Rules



10:08

Rule: A postponed question cannot be taken up *before* the time for which it is set.

If The Motion To Suspend The Rules Is Adopted



Resolution #3 Is Taken Up



But Nothing Happens To The Rule



# Suspending The Rules



10:08

Rule: ~~A postponed question cannot be taken up before the time for which it is set.~~

There Is A Myth That The Rule Is Inactivated





# Suspending The Rules



10:08

Rule: A postponed question cannot be taken up *before* the time for which it is set.

There Is A Myth That The Rule Is Inactivated

But The Rule Remains Intact



# Suspending The Rules



10:08

Rule: A postponed question cannot be taken up *before* the time for which it is set.

There Is A Myth That The Rule Is Inactivated

But The Rule Remains Intact

Resolution #3 Is Given Immunity to The Rule



# Suspending The Rules

Rule: A postponed question cannot be taken up *before* the time for which it is set.





# Suspending The Rules



10:08

Rule: A postponed question cannot be taken up *before* the time for which it is set.

The Rules Are Suspended For A Specific Purpose





# Suspending The Rules



10:08

Rule: A postponed question cannot be taken up *before* the time for which it is set.

The Rules Are Suspended For A Specific Purpose



To Take Up Resolution #3



# Suspending The Rules



10:08

Rule: A postponed question cannot be taken up *before* the time for which it is set.

The Rules Are Suspended For A Specific Purpose



To Take Up Resolution #3

To Suspend The Rules And Take Up  
Resolution #3



# Suspending The Rules

Rule: A postponed question cannot be taken up *before* the time for which it is set.





# Suspending The Rules



10:08

Rule: A postponed question cannot be taken up *before* the time for which it is set.

Resolution #3





# Suspending The Rules



Rule: A postponed question cannot be taken up *before* the time for which it is set.

Resolution #3



Resolution #4





# Suspending The Rules



Rule: A postponed question cannot be taken up *before* the time for which it is set.

Resolution #3



Resolution #4



Resolution #5





# ROBERT'S RULES OF ORDER

**“In making the incidental motion to Suspend the Rules, the particular rule or rules to be suspended are not mentioned; but the motion must state its specific purpose, and its adoption permits nothing else to be done under the suspension.”**

**RONR (12th ed.) 25:4**



Let's Look At  
The Question, Again.



# DISPELLING MYTHS

**If A Rule Is Suspended, Does  
That Rule Need To Be  
Reinstated?**

**YES**

**NO**



# DISPELLING MYTHS

**If A Rule Is Suspended, Does  
That Rule Need To Be  
Reinstated?**



**NO**



# DISPELLING MYTHS

**Is It Ever Possible To  
Suspend A Rule  
In The Bylaws?**

**YES**

**NO**



# DISPELLING MYTHS

**Is It Ever Possible To  
Suspend A Rule  
In The Bylaws?**

**YES**





# ROBERT'S RULES OF ORDER

**“Rules clearly identifiable as in the nature of rules of order that are placed within the bylaws can (with the exceptions specified in 25) also be suspended by a two-thirds vote . . . .”**

**RONR (12th ed.) 2:21**



# ROBERT'S RULES OF ORDER

**“Rules contained in the bylaws (or constitution) cannot be suspended—no matter how large the vote in favor of doing so or how inconvenient the rule in question may be—unless the particular rule specifically provides for its own suspension, or unless the rule properly is in the nature of a rule of order as described in 2:14. ”**

**RONR (12th ed.) 25:7**



# ROBERT'S RULES OF ORDER

**“For example, it is in order, by a two-thirds vote, to adopt an agenda for the current session that differs from an order of business set forth in the bylaws.”**



# ROBERT'S RULES OF ORDER

**“Such a motion is, in effect, an incidental main motion to suspend the rules, and the vote required for its adoption is the same as for the corresponding incidental motion (25)—that is, it usually requires a two-thirds vote.”**

**RONR (12th ed.) 10:26n1**



# ROBERT'S RULES OF ORDER

**“Nothing in a corporate charter can be suspended unless the charter or applicable law so provides.”**

**“No applicable *procedural rule prescribed by federal, state, or local law* can be suspended unless the rule specifically provides for its own suspension.”**



**MEMBERS**



# DISPELLING MYTHS

**Does An Ex-Officio Member Of  
A Board Or Committee Have  
All The Same Rights As Other  
Members Of That Body?**

**YES**

**NO**



# DISPELLING MYTHS

**Does An Ex-Officio Member Of  
A Board Or Committee Have  
All The Same Rights As Other  
Members Of That Body?**

**YES**

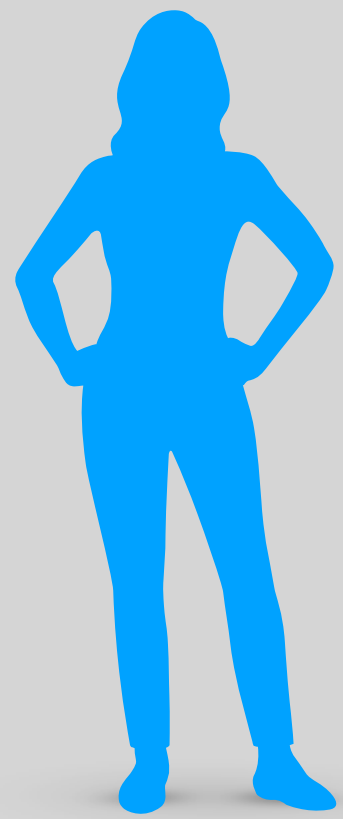




**Ex Officio = By Virtue of Office**



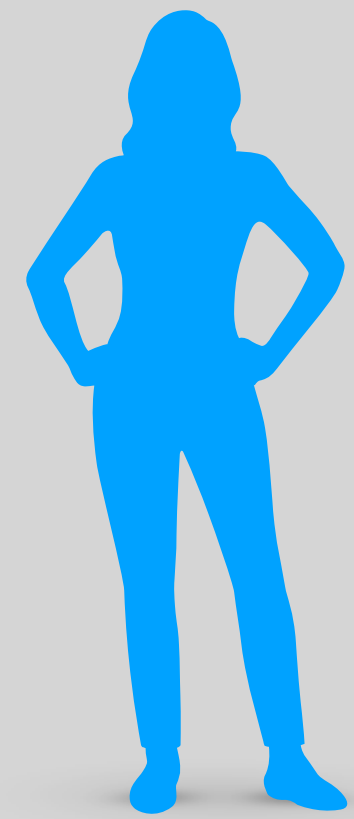
# Ex Officio = By Virtue of Office



Chairman  
Of The  
Membership  
Committee

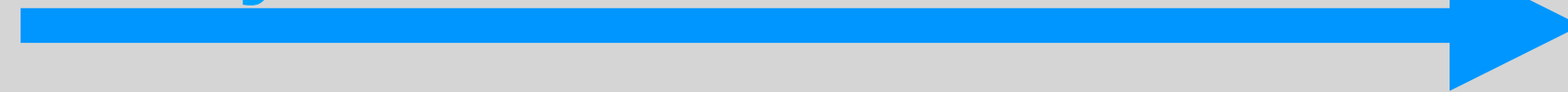


# Ex Officio = By Virtue of Office



Chairman  
Of The  
Membership  
Committee

By Virtue Of That Office



Executive  
Board

Ex-Officio  
Member



# HOW MANY EX-OFFICIO MEMBERS?

**Bylaws State The Following:**

**“The board shall consist of the president, vice-president, secretary, treasurer, and four members elected by the membership, plus the chairman of the membership committee shall be a nonvoting member of the board.”**

**0    1    2    3    4    5    6    7    8    9**



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0 1 2 3 4 **5** 6 7 8 9



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0 1 2 3 4 **5** 6 7 8 9



# ROBERT'S RULES OF ORDER

**“In the executive board of a society, if the ex-officio member of the board is under the authority of the society (that is, if he is a member, an employee, or an elected or appointed officer of the society), there is no distinction between him and the other board members.”**

**RONR (12th ed.) 49-8**



# ROBERT'S RULES OF ORDER

**“When an ex-officio member of a board ceases to hold the office that entitles him to such membership, his membership on the board terminates automatically.”**

**RONR (12th ed.) 49:9**



# ROBERT'S RULES OF ORDER

**“When the bylaws provide that the president shall be ex officio a member of all committees (or of all committees with the stated exception of those from which the president is best excluded), the president is an ex-officio member who has the right, but not the obligation, to participate in the proceedings of the committees, and he is not counted in determining the number required for a quorum or whether a quorum is present at a meeting.”**

**RONR (12th ed.) 50:16**



# DISPELLING MYTHS

**Under Normal Circumstances,  
Can The Board Attend A  
General-Membership  
Meeting?**

**YES**

**NO**



# DISPELLING MYTHS

**Under Normal Circumstances,  
Can The Board Attend A  
General-Membership  
Meeting?**



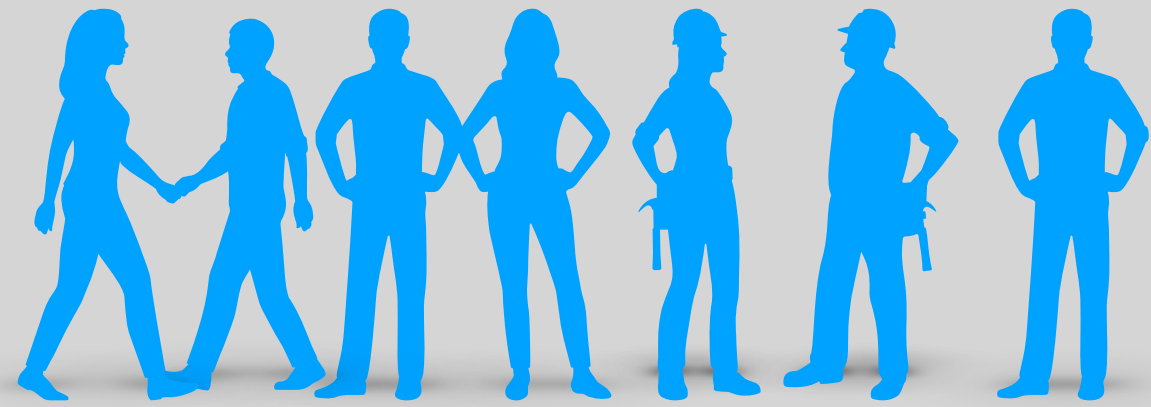
**NO**



# What Is The Board?



# What Is The Board?

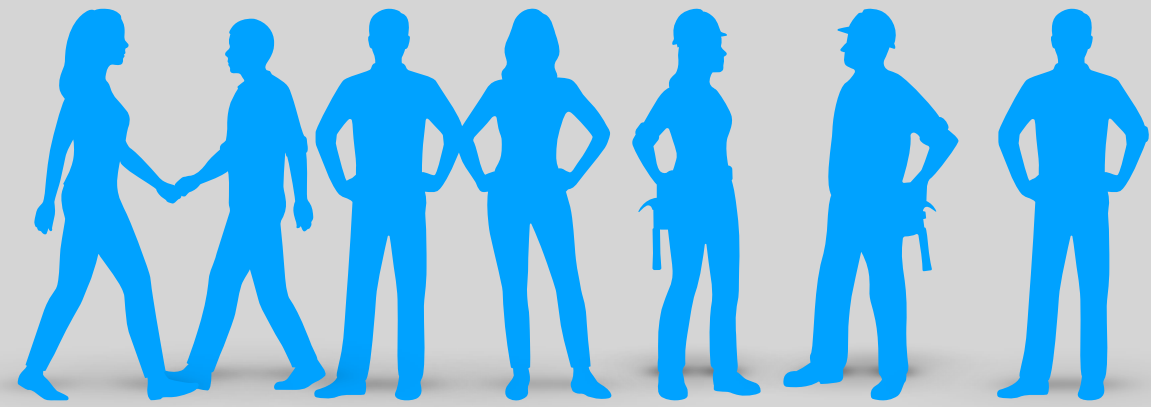


**Board Members**



# What Is The Board?

Not A Board

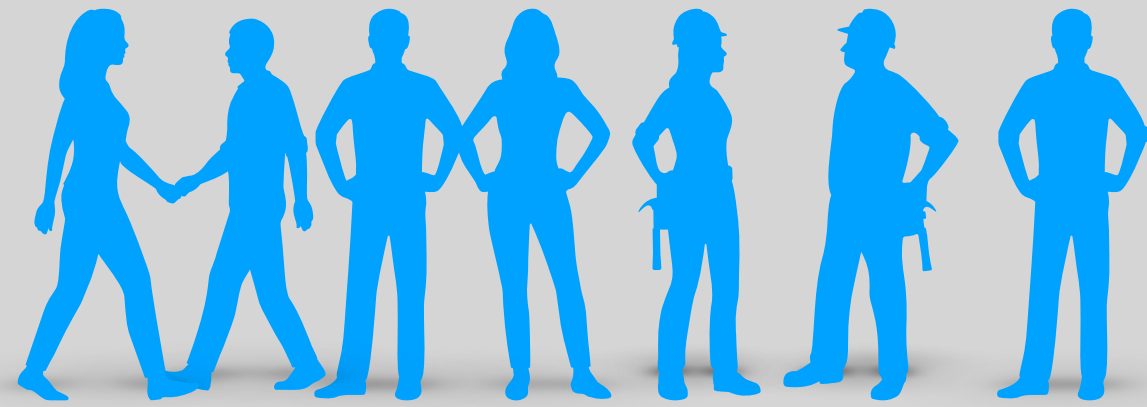


**Board Members**

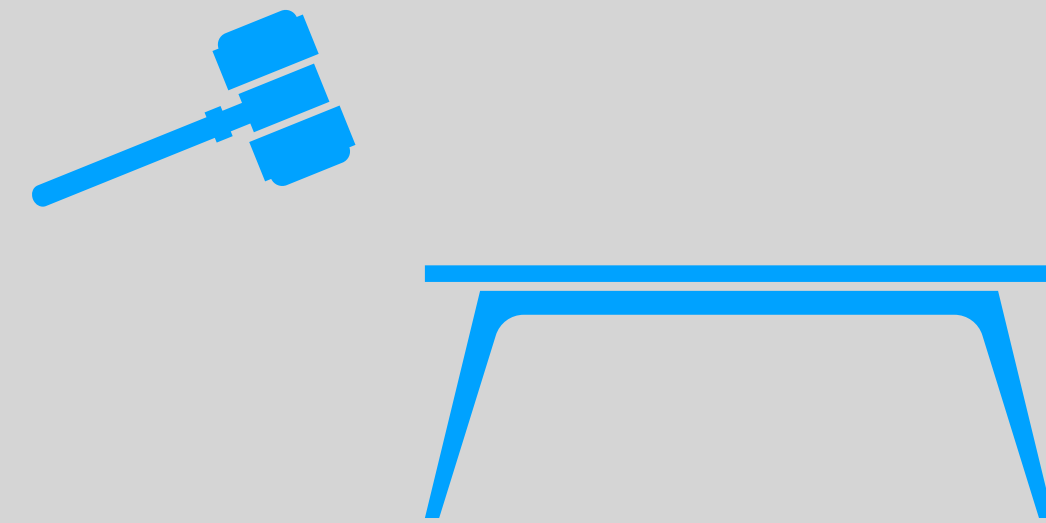


# What Is The Board?

## Not A Board



**Board Members**



**Board Meeting**

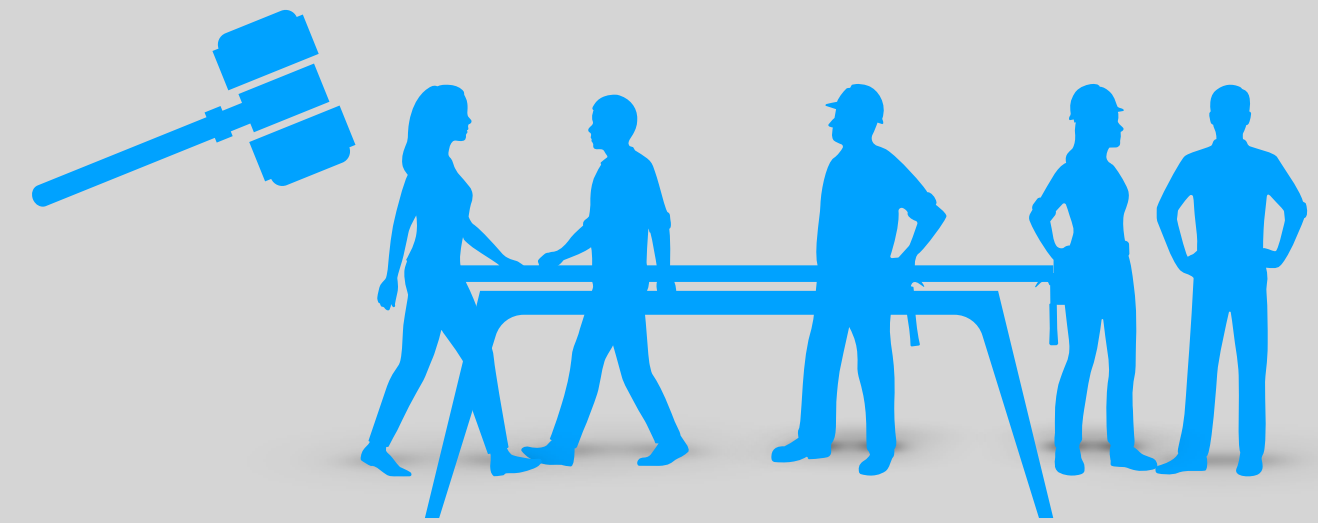


# What Is The Board?

## Not The Board



**Board Members**



**Board Meeting**



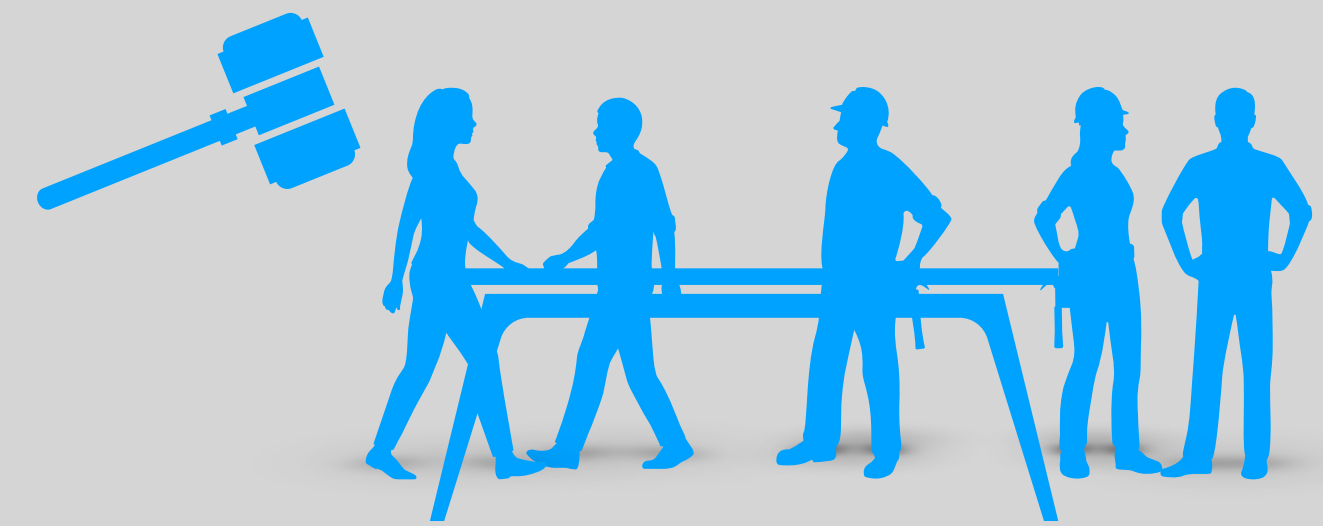
# What Is The Board?

## Not The Board



**Board Members**

## The Board



**Board Meeting**



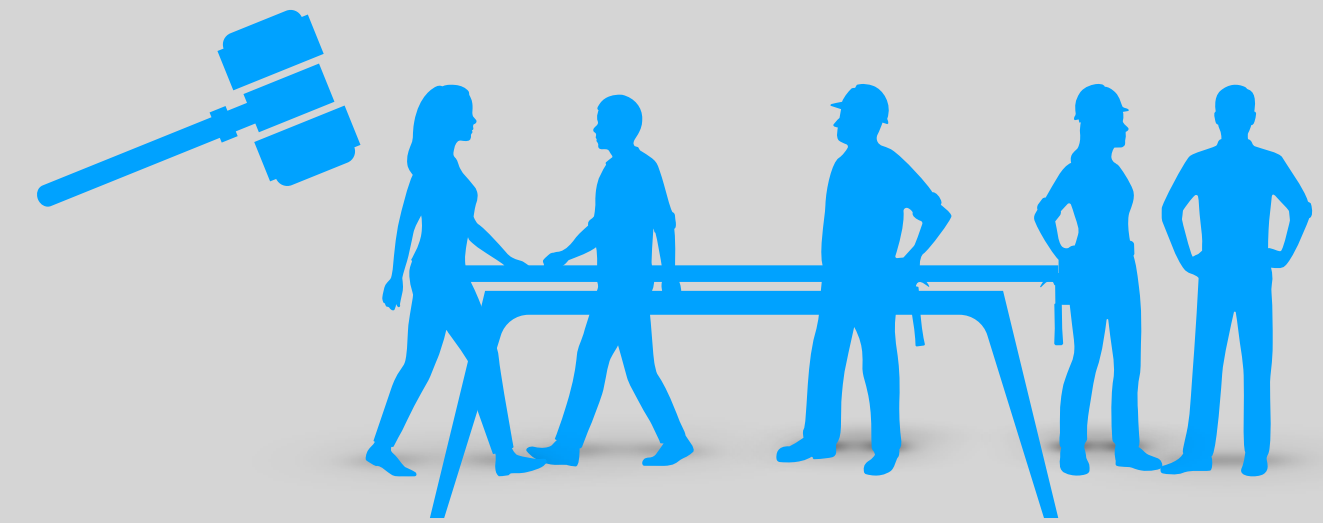
# What Is The Board?

Not The Board



Board Members

The Board



Board Meeting

Outside A Board Meeting





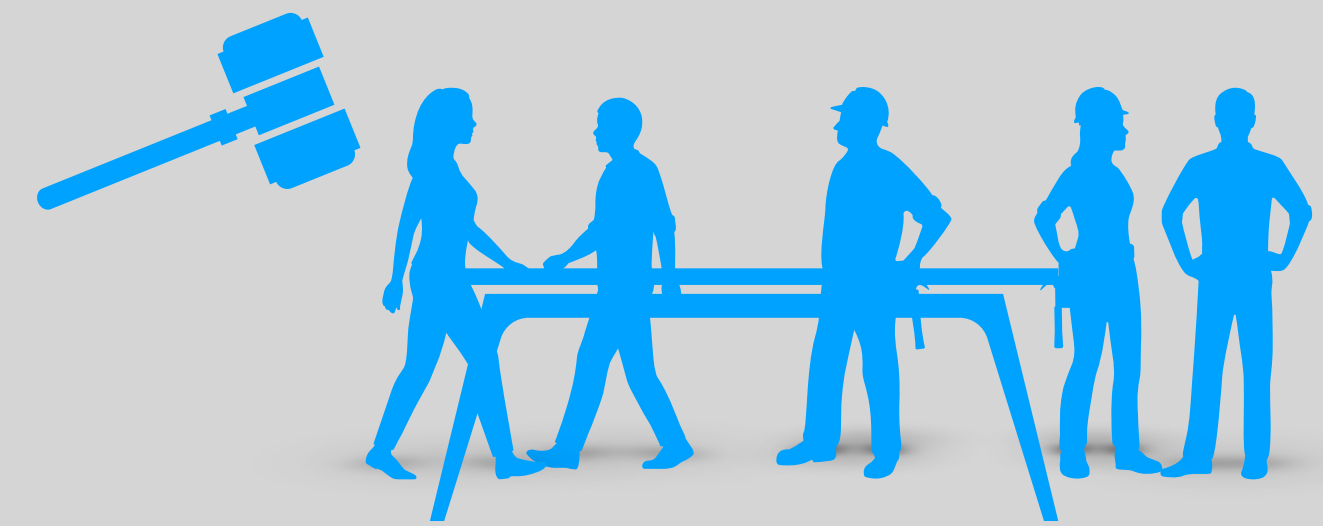
# What Is The Board?

Not The Board



**Board Members**

The Board



**Board Meeting**

**Outside A Board Meeting**



**Board Members Are NOT The Board**



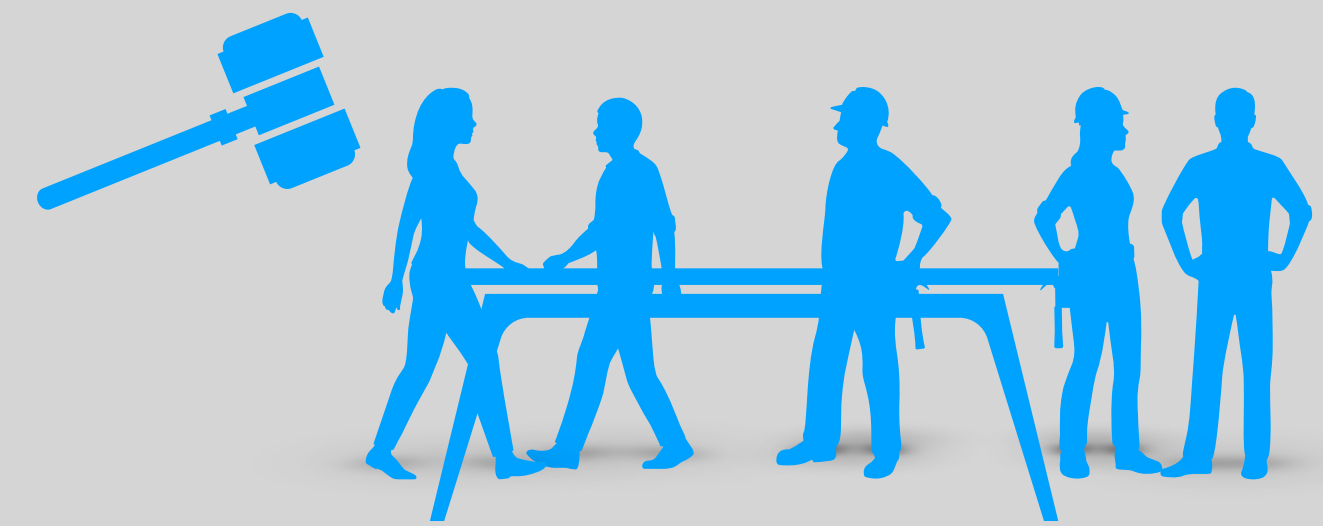
# What Is The Board?

## Not The Board



**Board Members**

## The Board



**Board Meeting**



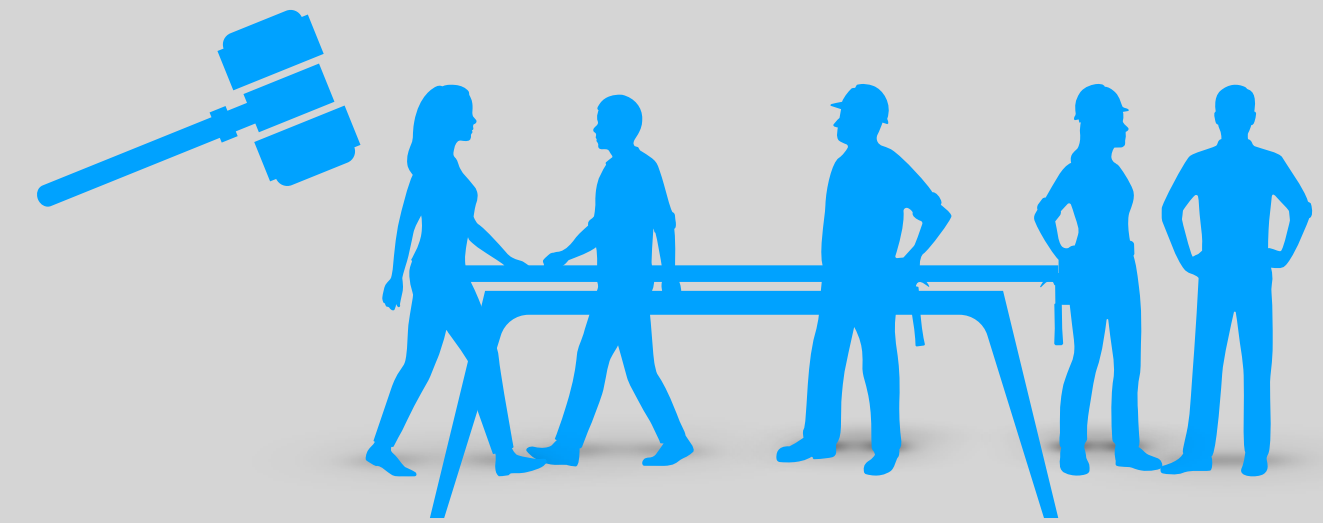
# What Is The Board?

## Not The Board



**Board Members**

## The Board



**Board Meeting**

**General Membership  
Meeting**

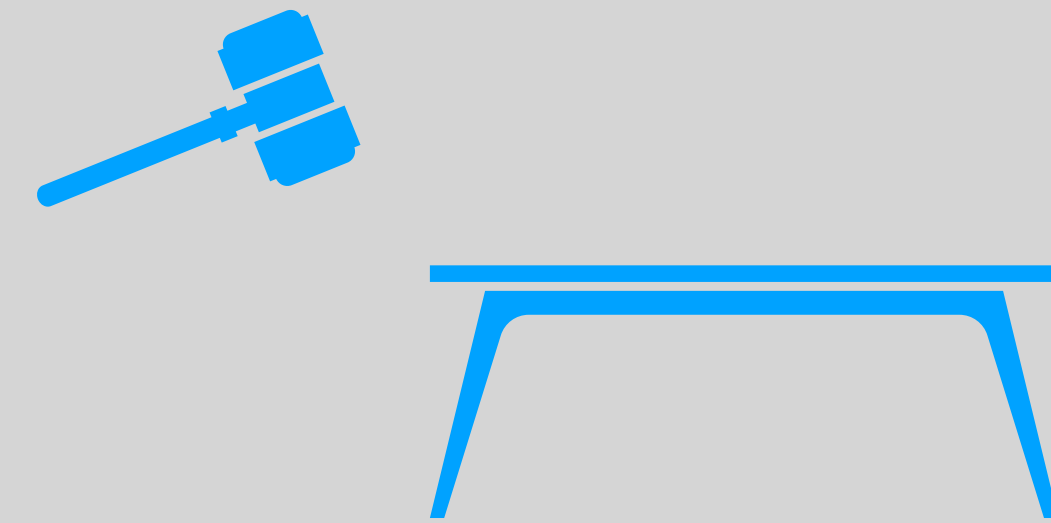


# What Is The Board?

Not The Board

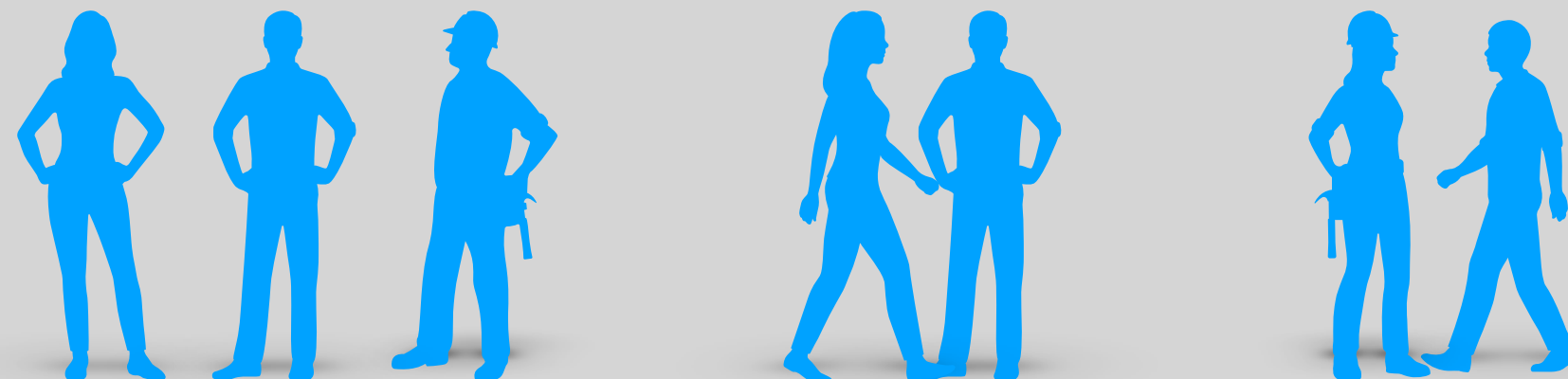
Board Members

The Board



Board Meeting

General Membership Meeting

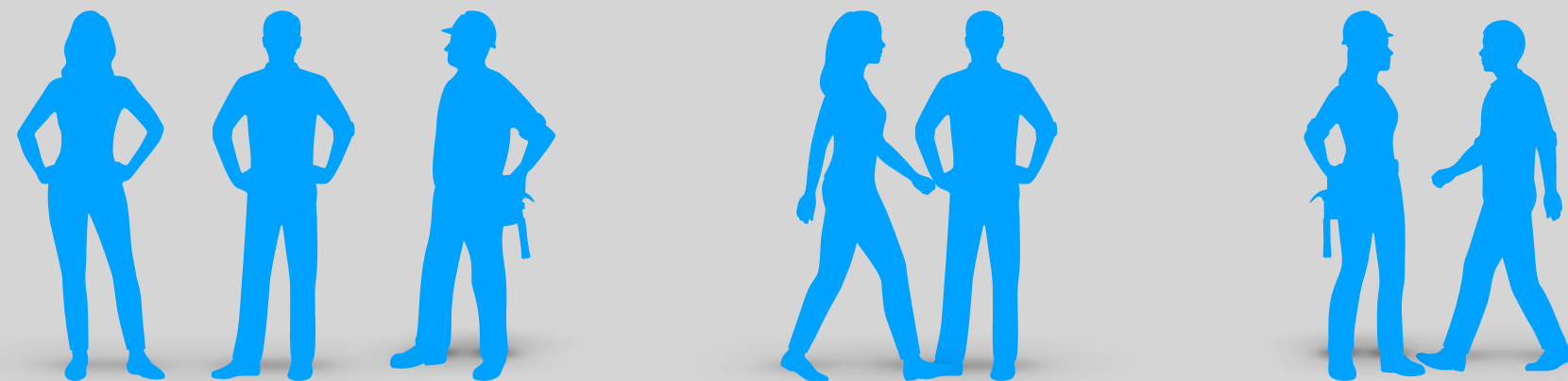




# What Is The Board?

Not The Board

**General Membership  
Meeting**





# ROBERT'S RULES OF ORDER

**“In any case, a board can transact business only in a regular or properly called meeting of which every board member has been sent any required notice—or at an adjournment of one of these meetings—and at which a quorum is present.”**

**RONR (12th ed.) 49:16**



# **ROBERT'S RULES OF ORDER**

**“The personal approval of a proposed action obtained separately by telephone, by individual interviews, or in writing, even from every member of the board, is not the approval of the board, since the members lacked the opportunity to mutually debate and decide the matter as a deliberative body.”**

**RONR (12th ed.) 49:16**





**MOTIONS**



# DISPELLING MYTHS

**Can More Than One Main  
Motion Be Considered  
At The Same Time?**

**YES**

**NO**



# DISPELLING MYTHS

**Can More Than One Main  
Motion Be Considered  
At The Same Time?**

**YES**





# ROBERT'S RULES OF ORDER

***“Only one question can be considered at a time; once a motion is before the assembly, it must be adopted or rejected by a vote, or the assembly must take action disposing of the question in some other way, before any other business (except certain matters called “privileged questions”) can be introduced.”***

**RONR (12th ed.) 5:4**



# ROBERT'S RULES OF ORDER

**“By this principle, a main motion can be made only when no other motion is pending.”**

**RONR (12th ed.) 5:4**



# Considering Main Motions



# Considering Main Motions

**Main Motion**

**Pending**



# Considering Main Motions

Main Motion

Pending



Main Motion

Cannot Be Introduced



# ROBERT'S RULES OF ORDER

**“Sometimes a series of independent resolutions or main motions dealing with different subjects is offered in one motion. In such a case, one or more of the several resolutions must receive separate consideration and vote at the request of a single member, and the motion for Division of a Question is not used.”**

**RONR (12th ed.) 27:10**



# Considering Main Motions



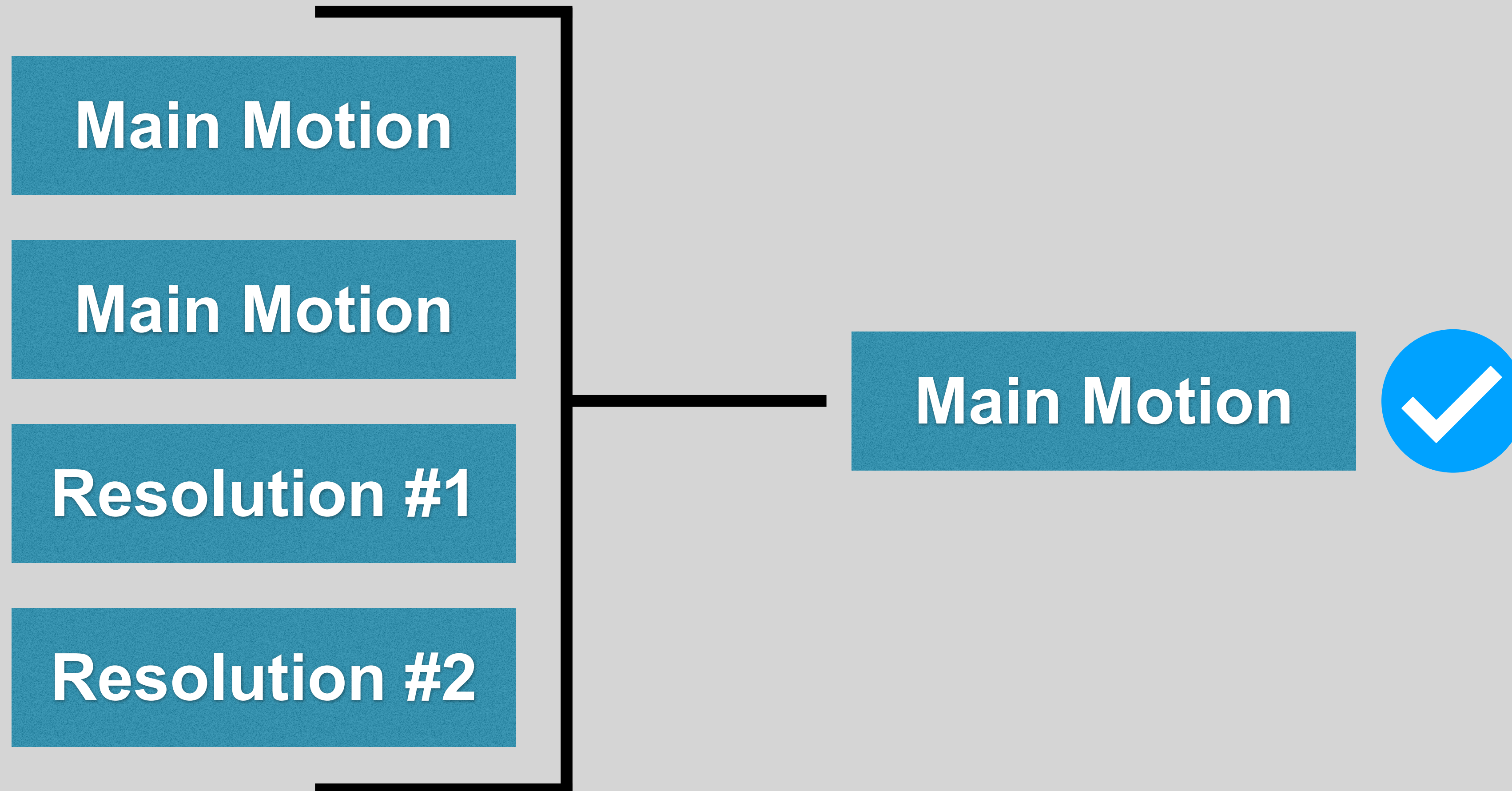
# Considering Main Motions

No Motion is Pending



# Considering Main Motions

No Motion is Pending





# ROBERT'S RULES OF ORDER

**“Similarly, if a single motion proposes a series of amendments to something previously adopted—existing bylaws, for example—and all of the individual amendments must be made, if any one of them is made, in order for the document being amended to be coherent, then the motion cannot be divided.”**

**RONR (12th ed.) 27:5**



# Considering Main Motions



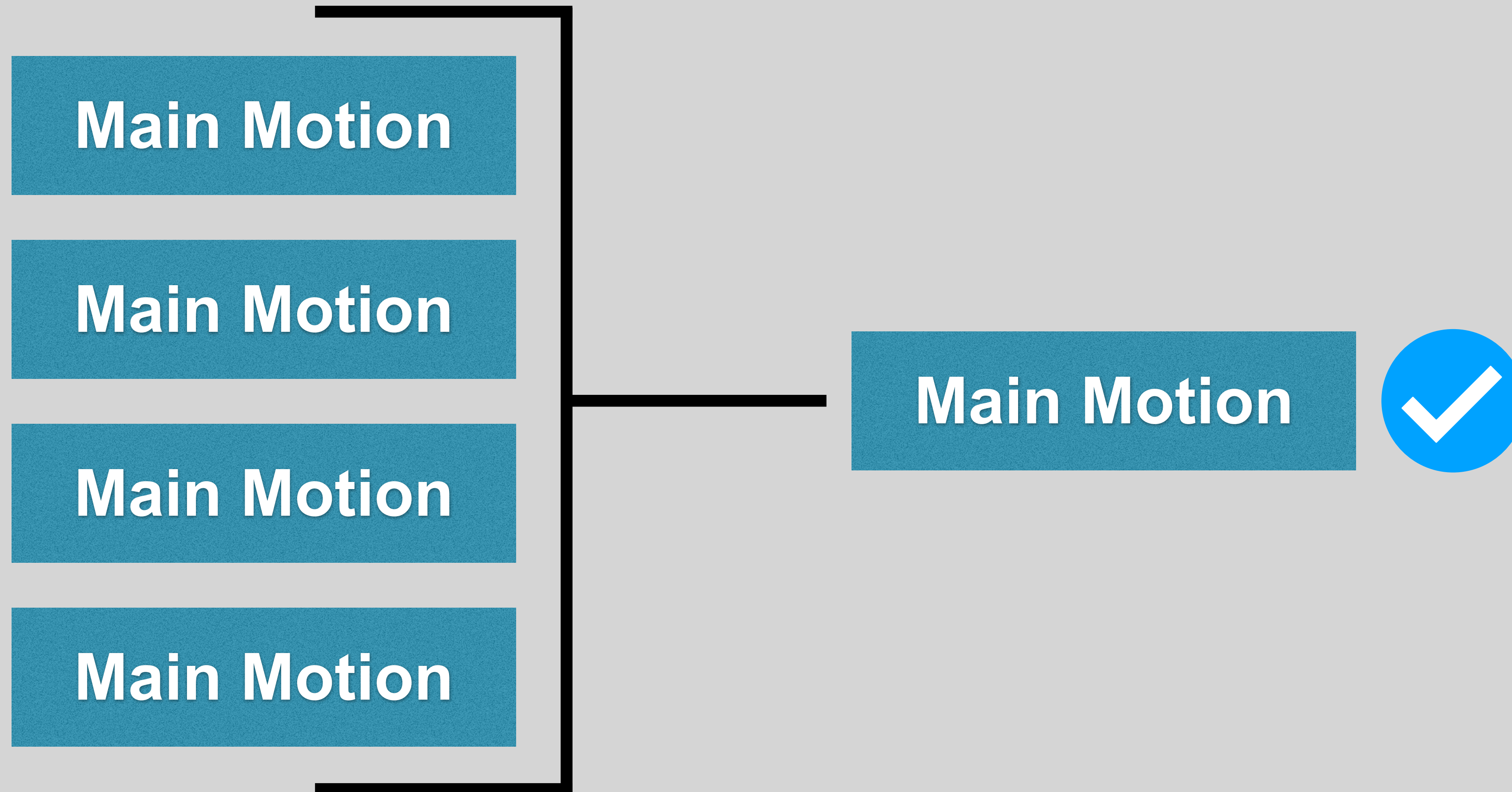
# Considering Main Motions

**Bylaw Amendments Are Main Motions**



# Considering Main Motions

## Bylaw Amendments Are Main Motions





Let's Look At  
The Question, Again.



# DISPELLING MYTHS

**Can More Than One Main  
Motion Be Considered  
At The Same Time?**

**YES**

**NO**




# DISPELLING MYTHS

**Can More Than One Main  
Motion Be Considered  
At The Same Time?**

**YES**







RULES



# DISPELLING MYTHS

**Can *Robert's Rules Of Order*  
Apply To An Organization  
That Hasn't Adopted It?**

**YES**

**NO**



# DISPELLING MYTHS

***Can Robert's Rules Of Order  
Apply To An Organization  
That Hasn't Adopted It?***

**YES**





# ROBERT'S RULES OF ORDER

**“In matters on which an organization’s adopted parliamentary authority is silent, provisions found in other works on parliamentary law may be persuasive—that is, they may carry weight in the absence of overriding reasons for following a different course—but they are not binding on the body.”**

**RONR (12th ed.) 2:18**



# ROBERT'S RULES OF ORDER

**“Although it is unwise for an assembly or a society to attempt to function without formally adopted rules of order, a recognized parliamentary manual may be cited under such conditions as persuasive.”**

**RONR (12th ed.) 2:19**



# ROBERT'S RULES OF ORDER

**“Or, by being followed through long-established custom in an organization, a particular manual may acquire a status within the body similar to that of an adopted parliamentary authority.”**

**RONR (12th ed.) 2:19**



# DISPELLING MYTHS

**Should A Point Of Order Be  
Raised Whenever A Rule Is  
Being Violated?**

**YES**

**NO**



# DISPELLING MYTHS

**Should A Point Of Order Be  
Raised Whenever A Rule Is  
Being Violated?**



**NO**



# ROBERT'S RULES OF ORDER

**“It is the right of every member who notices a breach of the rules to insist on their enforcement.”**

**RONR (12th ed.) 23:3**



# ROBERT'S RULES OF ORDER

**“If the chair notices a breach, he corrects the matter immediately; but if he fails to do so—through oversight or otherwise—any member can make the appropriate Point of Order.”**

**RONR (12th ed.) 23:3**



# ROBERT'S RULES OF ORDER

**“In ordinary meetings it is undesirable to raise points of order on minor irregularities of a purely technical character, if it is clear that no one's rights are being infringed upon and no real harm is being done to the proper transaction of business.”**

**RONR (12th ed.) 23:4**



Let's Look At  
The Question, Again.



# DISPELLING MYTHS

**Should A Point Of Order Be  
Raised Whenever A Rule Is  
Being Violated?**

**YES**

**NO**



# DISPELLING MYTHS

**Should A Point Of Order Be  
Raised Whenever A Rule Is  
Being Violated?**



**NO**



QUORUM



# DISPELLING MYTHS

**Can A Meeting Be Held  
Without A Quorum?**

**YES**

**NO**



# DISPELLING MYTHS

**Can A Meeting Be Held  
Without A Quorum?**

**YES**





# ROBERT'S RULES OF ORDER

**“ . . . a quorum in an assembly is the number of members who must be present in order that business can be validly transacted.”**

**RONR (12th ed.) 40:1**



# ROBERT'S RULES OF ORDER

**“If a quorum cannot be obtained, the chair calls the meeting to order, announces the absence of a quorum, and entertains a motion to adjourn or one of the other motions allowed, as described above.”**

**RONR (12th ed.) 40:11**



# ROBERT'S RULES OF ORDER

**“But if a quorum fails to appear at a regular or properly called meeting, the inability to transact business does not detract from the fact that the society’s rules requiring the meeting to be held were complied with and the meeting was convened—even though it had to adjourn immediately.”**

**RONR (12th ed.) 40:6**



# DISPELLING MYTHS

**Can A Vote Be Taken In A Meeting Without A Quorum?**

**YES**

**NO**



# DISPELLING MYTHS

**Can A Vote Be Taken In A Meeting Without A Quorum?**

**YES**





# ROBERT'S RULES OF ORDER

**“Even in the absence of a quorum, the assembly may fix the time to which to adjourn (22), adjourn (21), recess (20), or take measures to obtain a quorum.”**

**RONR (12th ed.) 40:7**



# ROBERT'S RULES OF ORDER

**“Subsidiary and incidental motions, questions of privilege, motions to Raise a Question of Privilege or Call for the Orders of the Day, and other motions may also be considered if they are related to these motions or to the conduct of the meeting while it remains without a quorum.”**

**RONR (12th ed.) 40:7**



**MINUTES**



# DISPELLING MYTHS

**Do Minutes Require A  
Majority Vote For Approval?**

**YES**

**NO**



# DISPELLING MYTHS

**Do Minutes Require A  
Majority Vote For Approval?**



**NO**



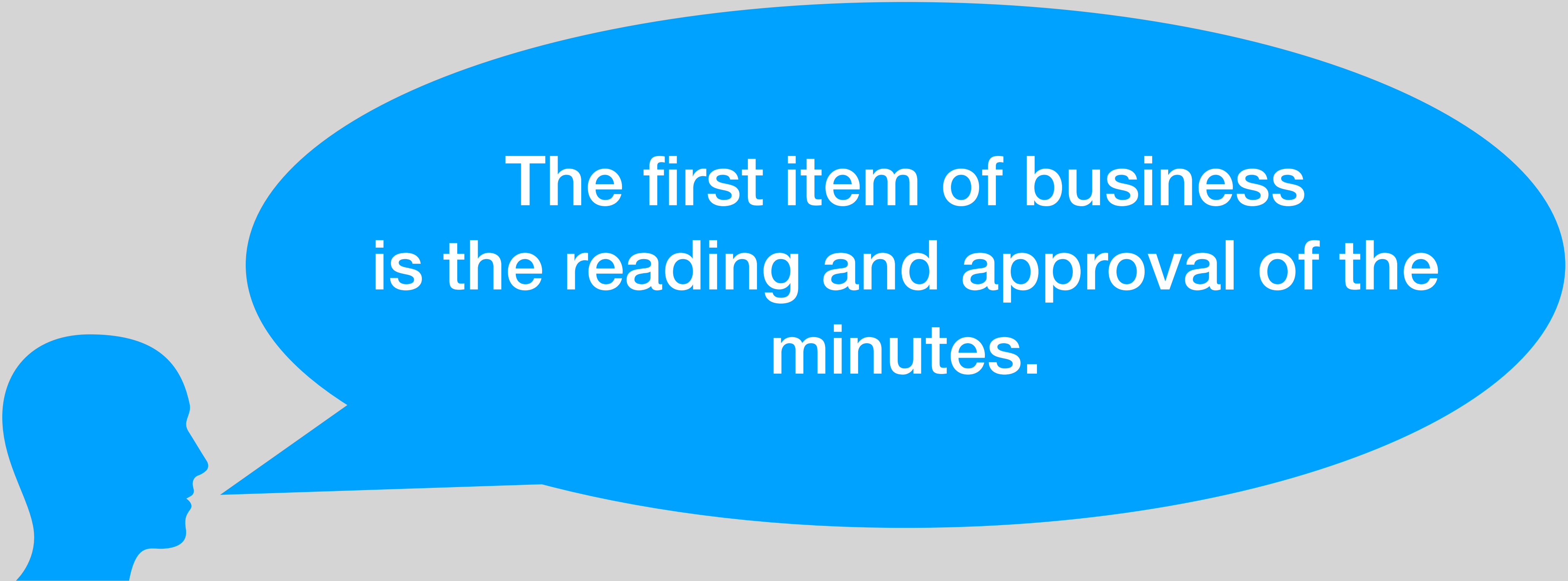
# How Are Minutes Approved?



# Approving Minutes



# Approving Minutes



The first item of business  
is the reading and approval of the  
minutes.



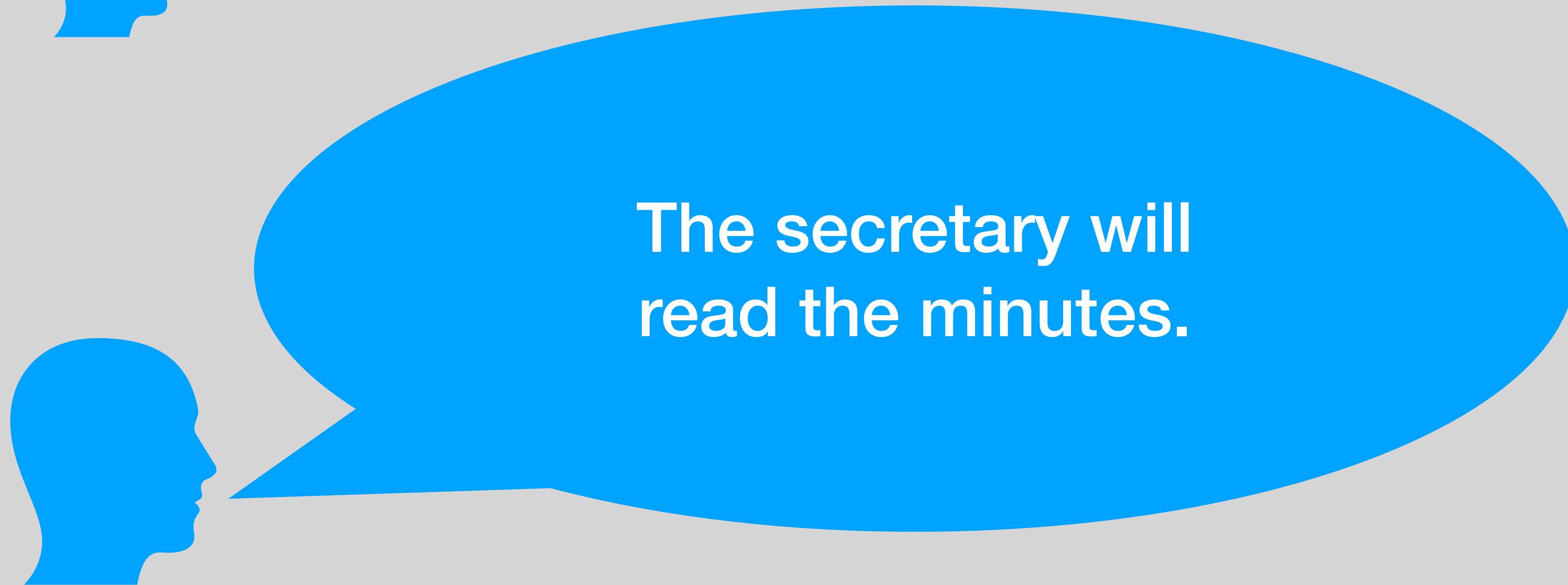
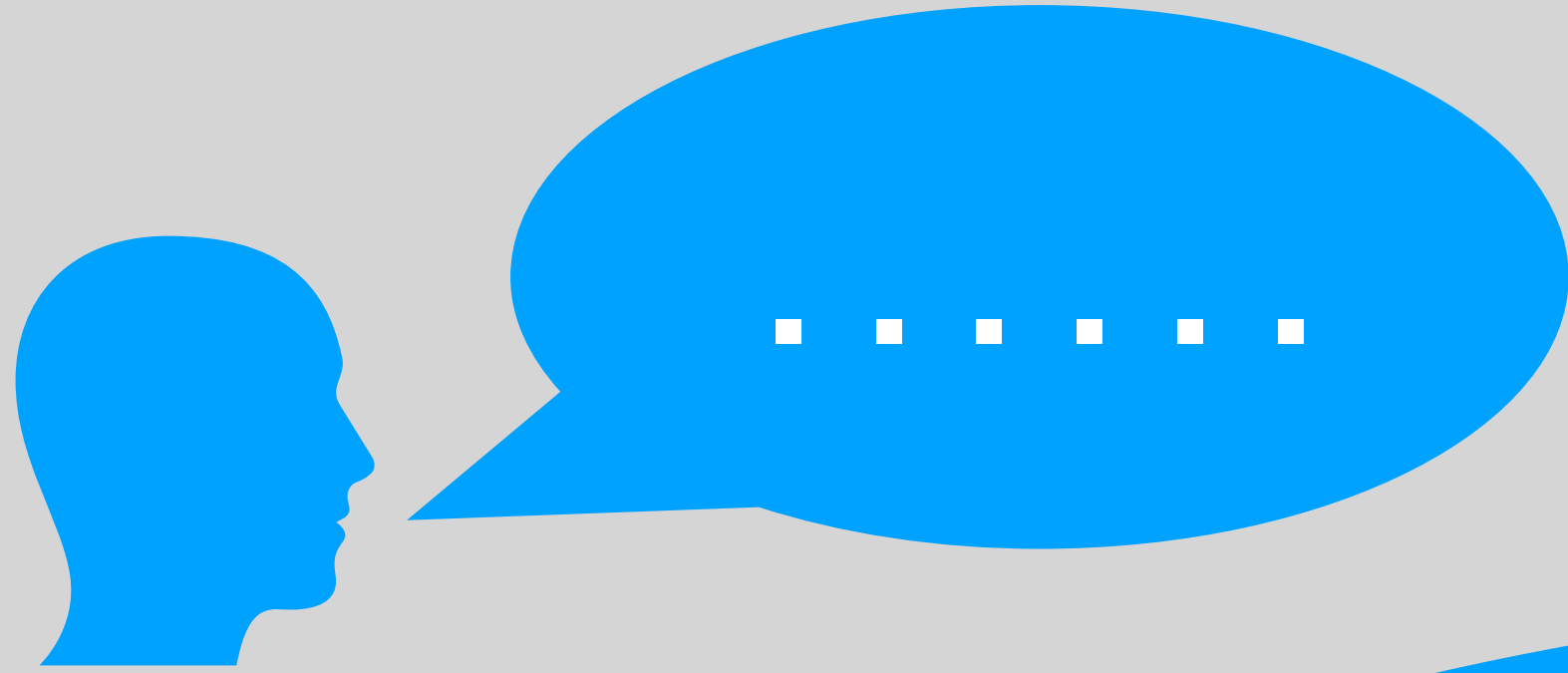
# Approving Minutes



The secretary will  
read the minutes.

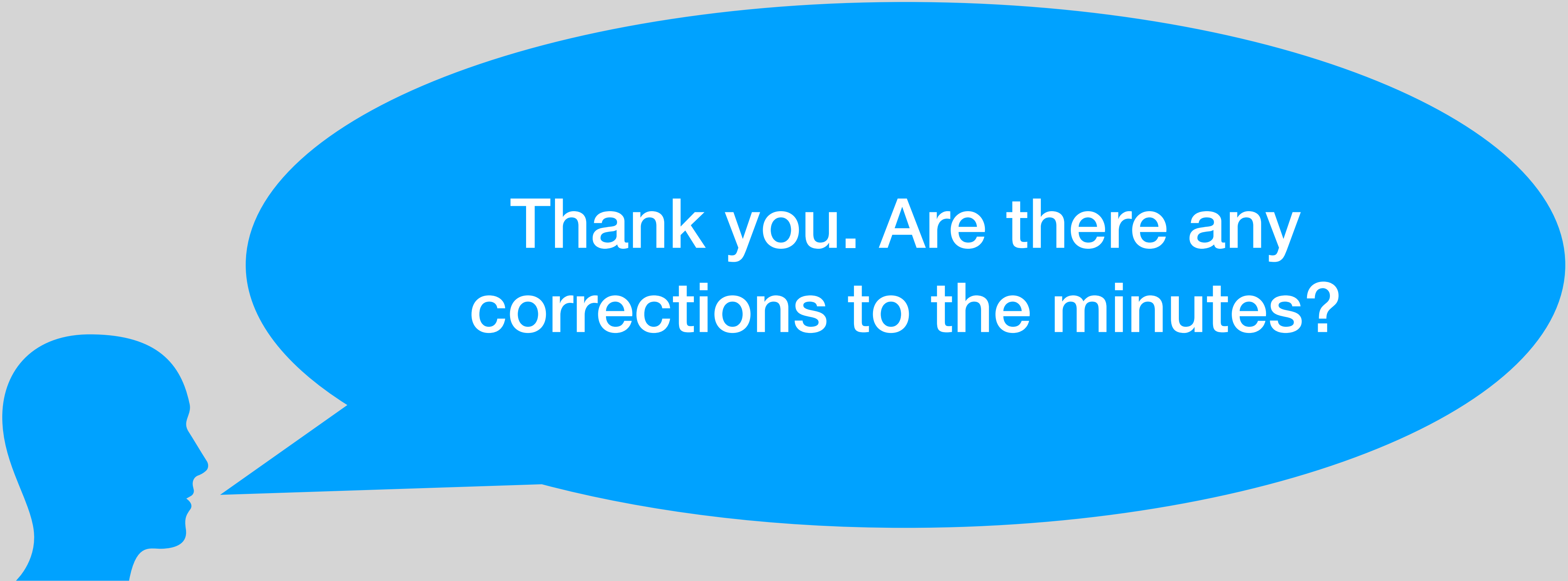


# Approving Minutes





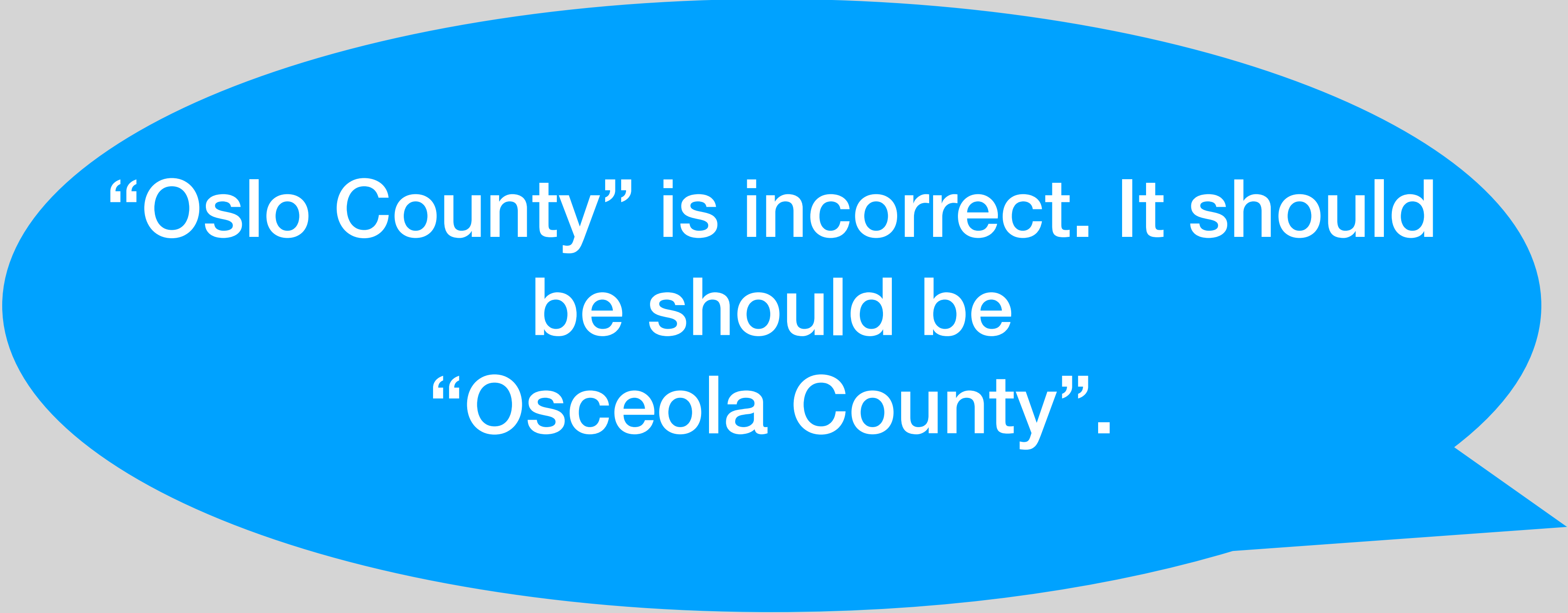
# Approving Minutes



Thank you. Are there any  
corrections to the minutes?



# Approving Minutes

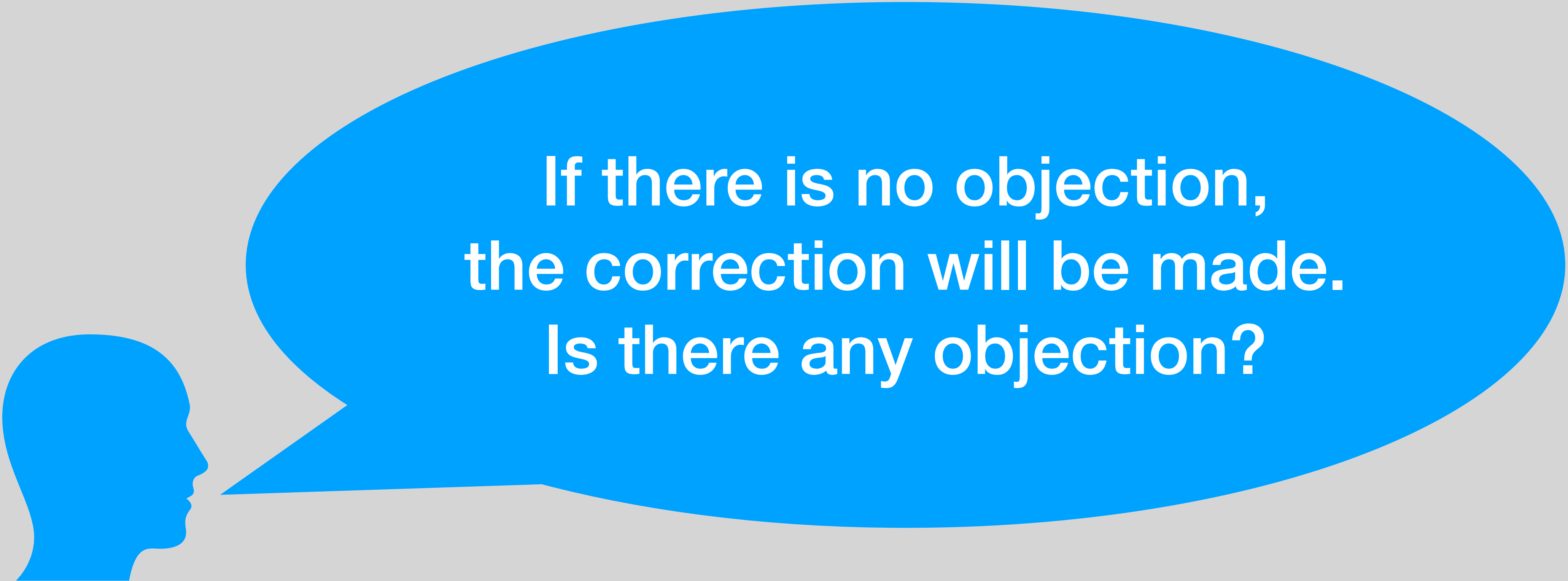


“Oslo County” is incorrect. It should  
be should be  
“Osceola County”.






# Approving Minutes



If there is no objection,  
the correction will be made.  
Is there any objection?



# Approving Minutes



Since there is no objection,  
the correction is made. Are there  
any further corrections?



# Approving Minutes



The minutes are approved.



# Approving Minutes

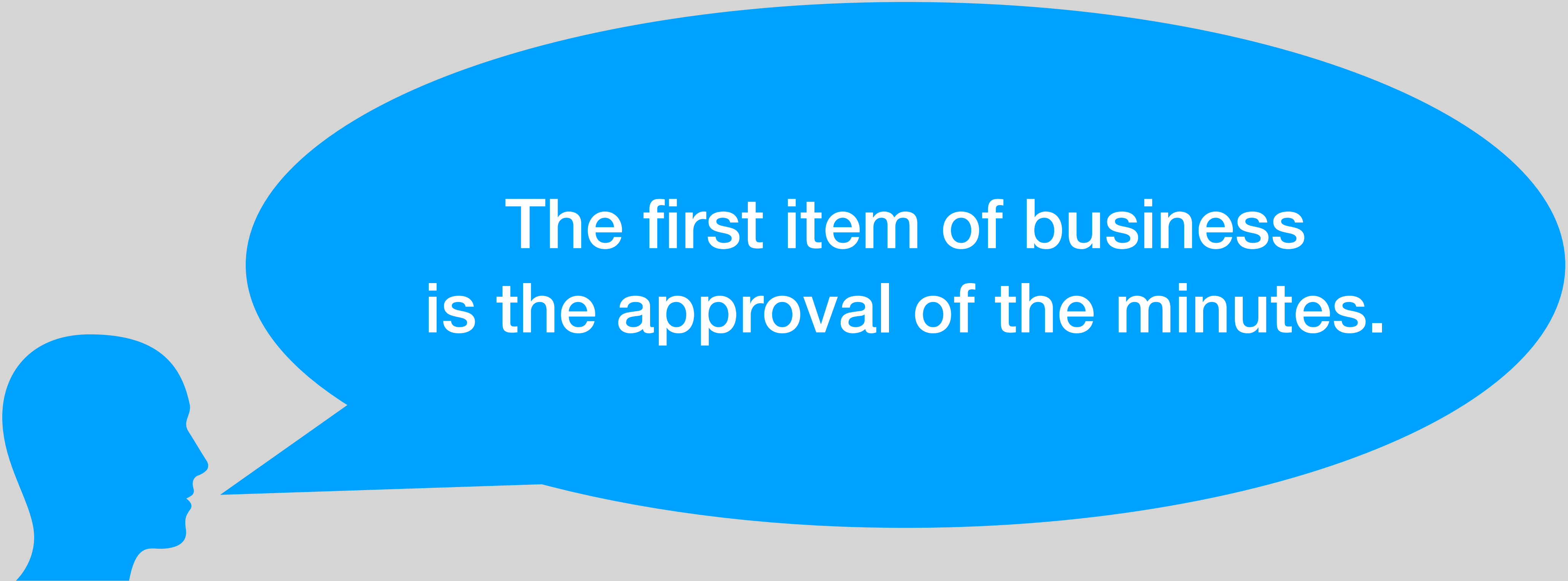
When minutes have been provided to members in advance, the reading of the minutes can be omitted.





# Approving Minutes

When minutes have been provided to members in advance, the reading of the minutes can be omitted.




The first item of business  
is the approval of the minutes.



# Approving Minutes

When minutes have been provided to members in advance, the reading of the minutes can be omitted.



The minutes have been distributed.  
Are there any corrections to the  
minutes?



# Approving Minutes

When minutes have been provided to members in advance, the reading of the minutes can be omitted.



The minutes are approved.



# Approving Minutes

When minutes have been provided to members in advance, the reading of the minutes can be omitted.



The minutes must be read  
upon the demand of a single member.



# ROBERT'S RULES OF ORDER

**“The minutes are thus approved without any formal vote, even if a motion for their approval has been made. The only proper way to object to the approval of the secretary’s draft of the minutes is to offer a correction to it.”**

**RONR (12th ed.) 41:11**



# ROBERT'S RULES OF ORDER

**“However, a member who believes that further investigation or redrafting is necessary in order to produce a correct version of the minutes may offer a motion to refer the minutes to a committee or to postpone their approval to a certain time.”**

**RONR (12th ed.) 41:11n3**



# DISPELLING MYTHS

**Can A Member Who Was Absent From The April Meeting Offer A Correction To The April-Meeting Minutes When They Are Being Approved In May's Meeting?**

**YES**

**NO**



# DISPELLING MYTHS

**Can A Member Who Was Absent From The April Meeting Offer A Correction To The April-Meeting Minutes When They Are Being Approved In May's Meeting?**

**YES**





# ROBERT'S RULES OF ORDER

**“It should be noted that a member’s absence from the meeting for which minutes are being approved does not prevent the member from participating in their correction or approval.”**

**RONR (12th ed.) 41:11**



# DISPELLING MYTHS

**Can A Member Share The  
Contents Of Meeting Minutes  
With Nonmembers?**

**YES**

**NO**



# DISPELLING MYTHS

**Can A Member Share The  
Contents Of Meeting Minutes  
With Nonmembers?**

**YES**





# ROBERT'S RULES OF ORDER

**“Members are free to share their contents with others, except for any content protected by the secrecy of an executive session that has not been lifted.”**

**RONR (12th ed.) 47:36**



# VOTE REQUIREMENTS



# DISPELLING MYTHS

**Does The Term “Majority Vote Of The Board” Refer To A Vote Based On Only Those Board Members Who Are Present And Voting?**

**YES**

**NO**



# DISPELLING MYTHS

**Does The Term “Majority Vote Of The Board” Refer To A Vote Based On Only Those Board Members Who Are Present And Voting?**

**YES**





# RONR VOTING REQUIREMENTS




# RONR VOTING REQUIREMENTS

**A MAJORITY VOTE**



# **RONR VOTING REQUIREMENTS**

**A MAJORITY VOTE**

**A VOTE OF A MAJORITY OF THE MEMBERS PRESENT**



# **RONR VOTING REQUIREMENTS**

**A MAJORITY VOTE**

**A VOTE OF A MAJORITY OF THE MEMBERS PRESENT**

**A VOTE OF A MAJORITY OF THE ENTIRE MEMBERSHIP**



# RONR VOTING REQUIREMENTS

**A MAJORITY VOTE**

**A VOTE OF A MAJORITY OF THE MEMBERS PRESENT**

**A VOTE OF A MAJORITY OF THE ENTIRE MEMBERSHIP**



## RONR VOTING REQUIREMENTS

**A MAJORITY VOTE**

**A VOTE OF A MAJORITY OF THE MEMBERS PRESENT**

**A VOTE OF A MAJORITY OF THE ENTIRE MEMBERSHIP**



## RONR VOTING REQUIREMENTS

**A MAJORITY VOTE**

**A VOTE OF A MAJORITY OF THE MEMBERS PRESENT**

**A VOTE OF A MAJORITY OF THE ENTIRE MEMBERSHIP**



# RONR VOTING REQUIREMENTS

**A MAJORITY VOTE**

**A VOTE OF A MAJORITY OF THE MEMBERS PRESENT**

**A VOTE OF A MAJORITY OF THE ENTIRE MEMBERSHIP**



# RONR VOTING REQUIREMENTS

**A MAJORITY VOTE**

**A VOTE OF A MAJORITY OF THE MEMBERS PRESENT**

**A VOTE OF A MAJORITY OF THE ENTIRE MEMBERSHIP**



**Majority Vote =**

**“More Than Half of the Votes Cast by  
Persons Entitled to Vote, Excluding  
Blanks or Abstentions, at a Regular or  
Properly Called Meeting”**



**A Vote Of:**



**A Vote Of:**

**What Follows Indicates How Many  
Affirmative Votes Are Necessary For  
Adoption.**



**A Vote Of:**

**“18”**



**A Vote Of:**

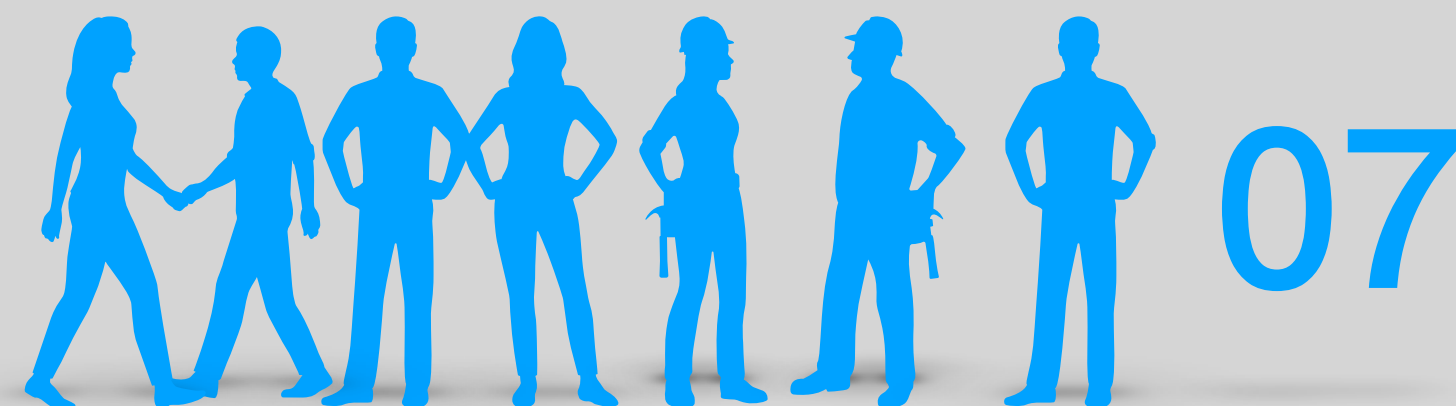
**“A Majority Of The  
Board Members Present”**



# A Vote Of:

## “A Majority Of The Board Members Present”

**Board Members  
Present**

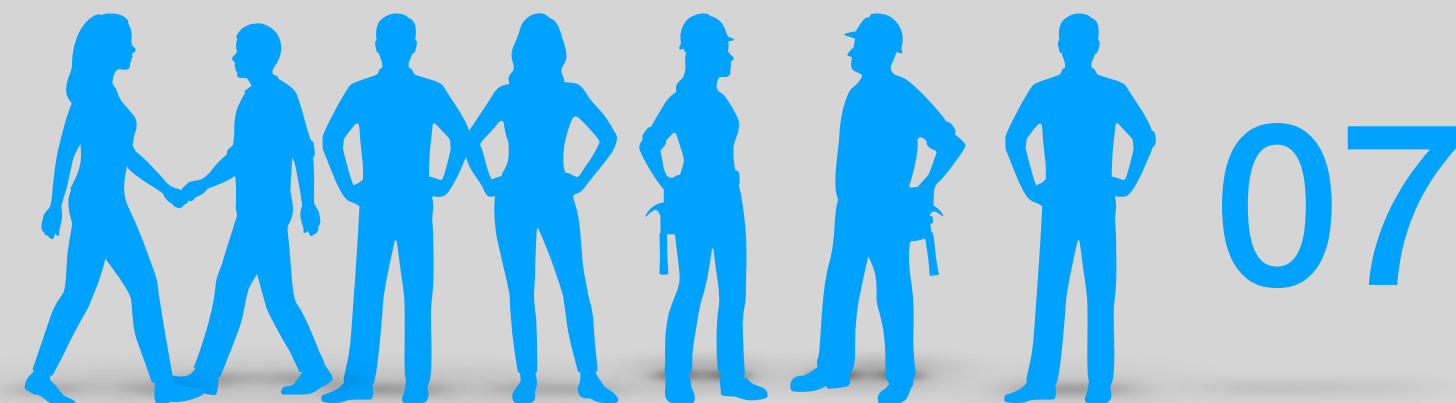




# A Vote Of:

## “A Majority Of The Board Members Present”

**Board Members  
Present**



07

**Affirmative Votes Necessary  
For Adoption**

04



**A Vote Of:**

**“A Majority Of The Entire  
Membership Of The Board”**



# A Vote Of:

## “A Majority Of The Entire Membership Of The Board”

Entire Membership  
Of Board



12



# A Vote Of:

## “A Majority Of The Entire Membership Of The Board”

Entire Membership  
Of Board

Affirmative Votes Necessary  
For Adoption



12

7



# Example:

**The Date And Time Of The Annual Picnic Shall Be Set By A Vote Of The Entertainment Committee, But The Location Of The Annual Picnic Shall Be Set By A Vote Of The Board.**



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The Date And Time Of The Annual Picnic Shall Be Set By A Vote Of The Entertainment Committee, But The Location Of The Annual Picnic Shall Be Set By A Vote Of The Board.



# Example:

The Date And Time Of The Annual Picnic Shall Be Set By A Two-Thirds Vote Of The Entertainment Committee, But The Location Of The Annual Picnic Shall Be Set By A Majority Vote Of The Board.



# Example:

The Date And Time Of The Annual Picnic Shall Be Set By A Two-Thirds Vote Of The Entertainment Committee, But The Location Of The Annual Picnic Shall Be Set By A Majority Vote Of The Board.



# Majority Vote Of The Board



# Majority Vote Of The Board

**Majority Vote**



# Majority Vote Of The Board

## Majority Vote

A Vote Of A Majority Of  
The Entire Membership



# Majority Vote Of The Board

## Majority Vote

A Vote Of A Majority Of  
The Entire Membership



# Majority Vote Of The Board

## Majority Vote

A Vote Of A Majority Of  
The Entire Membership



Majority Vote Of The Board

Majority Vote



A Vote Of A Majority Of  
The Entire Membership



Majority Vote Of The Board

Majority Vote



A Vote Of A Majority Of  
The Entire Membership





Majority Vote Of The Board

Majority Vote *Of The Board*

A Vote Of A Majority Of  
The Entire Membership



# Majority Vote Of The Board

Majority Vote *Of The Board*

A Vote Of A Majority Of  
The Entire Membership *Of The Board*



**Majority Vote =**

**“More Than Half of the Votes Cast by  
Persons Entitled to Vote, Excluding  
Blanks or Abstentions, at a Regular or  
Properly Called Meeting”**



Let's Look At  
The Question, Again.



# DISPELLING MYTHS

**Does The Term “Majority Vote Of The Board” Refer To A Vote Based On Only Those Board Members Who Are Present And Voting?**

**YES**

**NO**



# DISPELLING MYTHS

**Does The Term “Majority Vote Of The Board” Refer To A Vote Based On Only Those Board Members Who Are Present And Voting?**

**YES**





# **SPECIAL MEETINGS**



# **DISPELLING MYTHS**

**If The Bylaws State, “Special Meetings May Be Called By The President And Shall Be Called Upon The Written Request Of Ten Members,” Can Ten Members Call A Special Meeting Without The President’s Approval?**

**YES**

**NO**



# DISPELLING MYTHS

**If The Bylaws State, “Special Meetings May Be Called By The President And Shall Be Called Upon The Written Request Of Ten Members,” Can Ten Members Call A Special Meeting Without The President’s Approval?**

**YES**

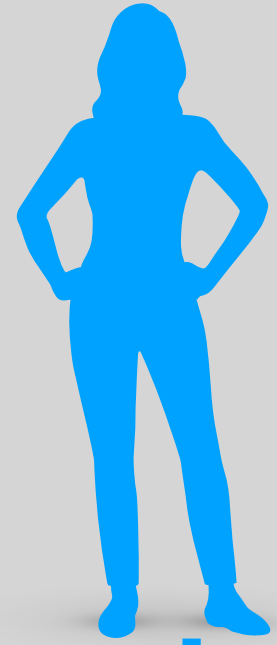




# Special Meeting



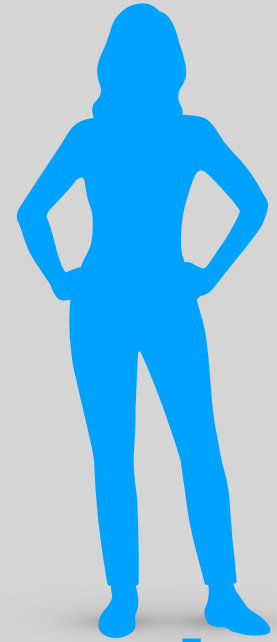
# Special Meeting



President



# Special Meeting

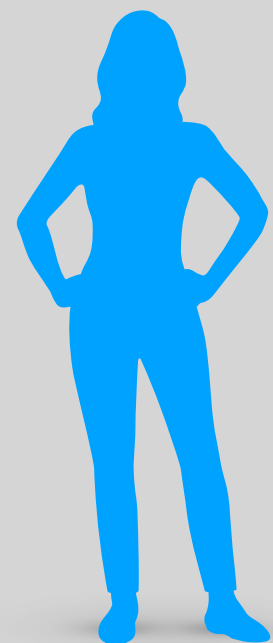


President

May Call

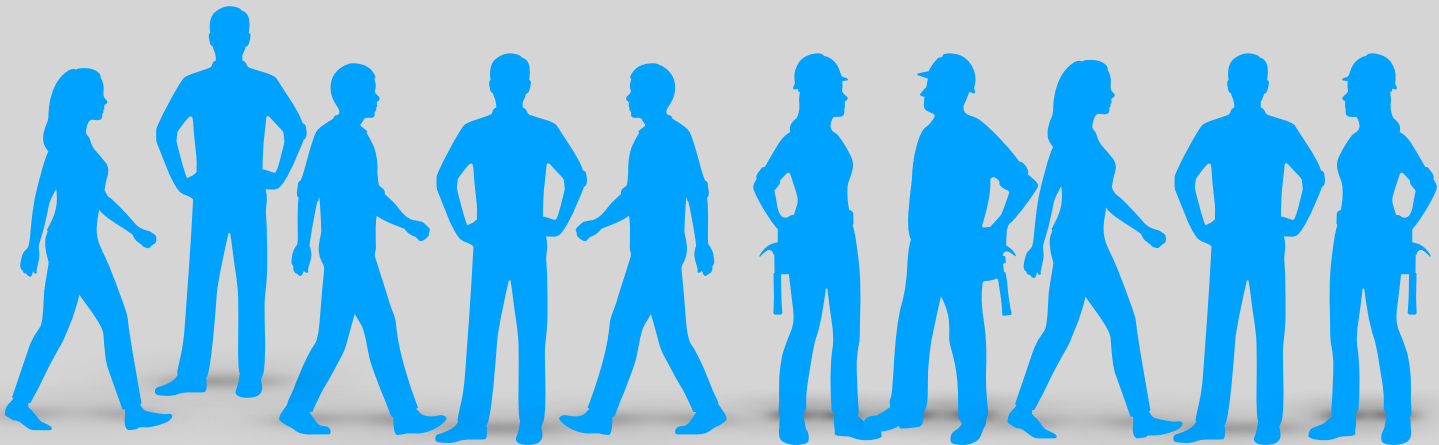


# Special Meeting



President

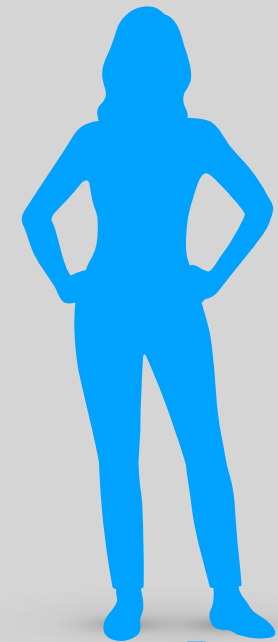
May Call



Written Request

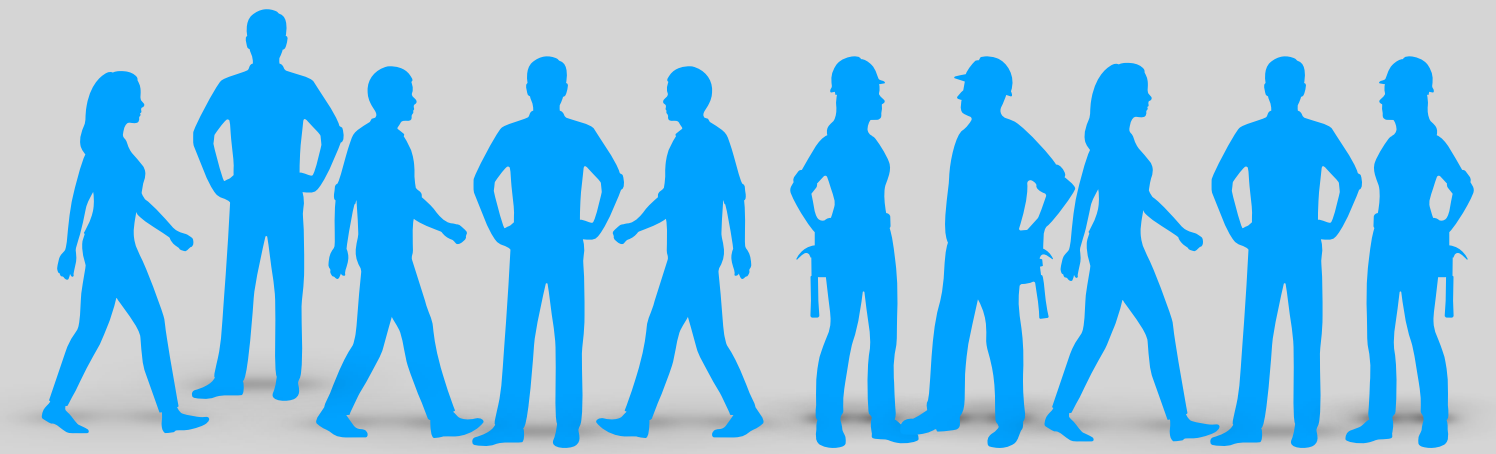


# Special Meeting



President

May Call

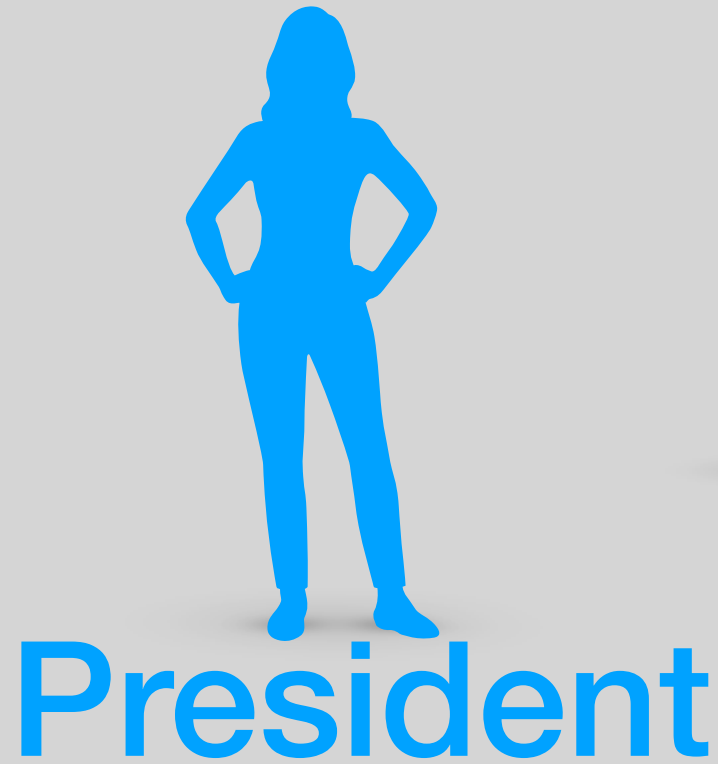


Written Request

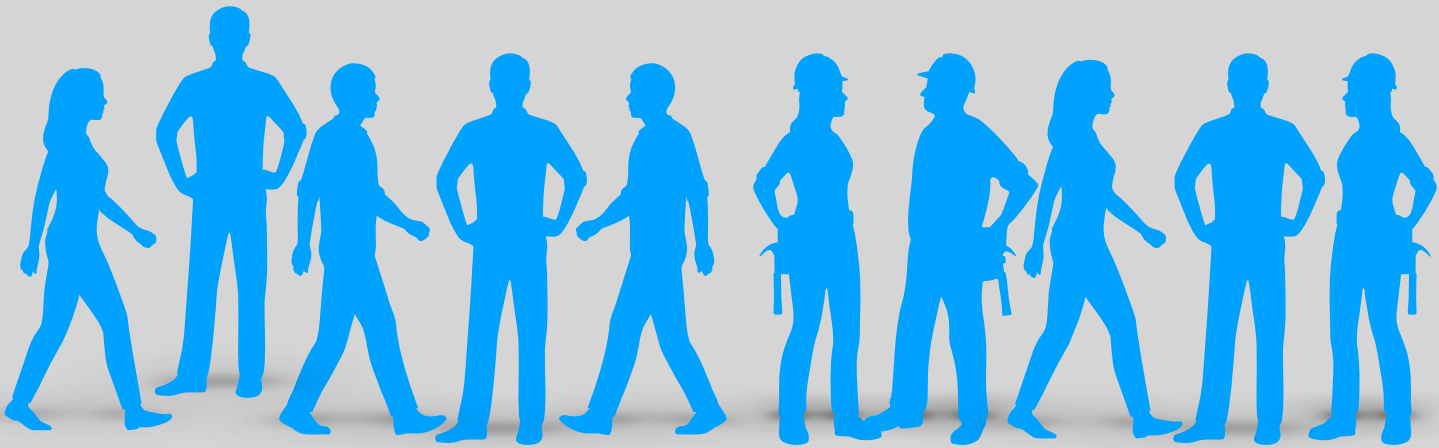
Shall Be Called Upon The  
Written Request of Ten Members



# Special Meeting



May Call



Written Request

Shall Be Called Upon The  
Written Request of Ten Members



# DISPELLING MYTHS

**When A Main Motion Related To Business Specified In The Call Of A Special Meeting Is Pending, Is It As Fully Open To Amendment As If It Had Been Moved At A Regular Meeting?**

**YES**

**NO**



# DISPELLING MYTHS

**When A Main Motion Related To Business Specified In The Call Of A Special Meeting Is Pending, Is It As Fully Open To Amendment As If It Had Been Moved At A Regular Meeting?**

**YES**





# ROBERT'S RULES OF ORDER

**“The requirement that business transacted at a special meeting be specified in the call should not be confused with a requirement that previous notice of a motion be given.”**

**RONR (12th ed.) 9:16**



# ROBERT'S RULES OF ORDER

**“When a main motion related to business specified in the call of a special meeting is pending, it is as fully open to germane amendment as if it had been moved at a regular meeting.”**

**RONR (12th ed.) 9:16**



# REGULAR MEETINGS



# DISPELLING MYTHS

**Can A Meeting Prescribed By  
The Bylaws Be Cancelled?**

**YES**

**NO**



# DISPELLING MYTHS

**Can A Meeting Prescribed By  
The Bylaws Be Cancelled?**



**NO**



# Rescheduling Or Canceling A Meeting



How The Date Of The Meeting Is Set	Possibilities For Changing The Date



How The Date Of The Meeting Is Set	Possibilities For Changing The Date
If Set By An Individual (e.g., President, Executive Director)	



How The Date Of The Meeting Is Set	Possibilities For Changing The Date
If Set By An Individual (e.g., President, Executive Director)	The Individual Who Sets The Date Of The Meeting May Change The Date Of The Meeting



<b>How The Date Of The Meeting Is Set</b>	<b>Possibilities For Changing The Date</b>
<b>If Set By An Individual (e.g., President, Executive Director)</b>	<b>The Individual Who Sets The Date Of The Meeting May Change The Date Of The Meeting</b>
<b>If Set By A Body (e.g., Board of Directors, Executive Committee)</b>	



<b>How The Date Of The Meeting Is Set</b>	<b>Possibilities For Changing The Date</b>
<b>If Set By An Individual (e.g., President, Executive Director)</b>	<b>The Individual Who Sets The Date Of The Meeting May Change The Date Of The Meeting</b>
<b>If Set By A Body (e.g., Board of Directors, Executive Committee)</b>	<b>The body that sets the date may amend or rescind the date by way of the motion to ASPA or Rescind</b>



<b>How The Date Of The Meeting Is Set</b>	<b>Possibilities For Changing The Date</b>
<b>If Set By An Individual (e.g., President, Executive Director)</b>	<b>The Individual Who Sets The Date Of The Meeting May Change The Date Of The Meeting</b>
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<b>If Set By The Bylaws (e.g., second Tuesday of each month, 15th day of the month)</b>	



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<b>If Set By The Bylaws (e.g., second Tuesday of each month, 15th day of the month)</b>	<b>If the bylaws do not provide for canceling or rescheduling, the meeting cannot be canceled or rescheduled</b>



# ROBERT'S RULES OF ORDER

**“If the words “unless otherwise ordered by the Society [or “Executive Board”]” are added, the date can be changed in an unusual circumstance, but only for that single meeting on that particular occasion, and not for a period of time including several meetings.”**

**RONR (12th ed.) 56:33**



# Dispelling Parliamentary Myths

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