

Club Villas of Berkshire Place Board Meeting
March 12, 2024

Notes on Robert's Rules Workshop on Parliamentary Procedure

- Intended to maintain decorum and facilitate the orderly transaction of business
- Only one subject may be discussed at a time
- Only one person may speak at a time
- A member must be recognized before he/she can speak
- No one may speak a second time if someone wants to speak for the first time
- Remarks must be germane to the motion
- Until a matter has been brought before the assembly in the form of a motion, it cannot be debated
- No motion can be renewed during the same session in which it was introduced
- Any motion can be renewed at a later session
- Something previously adopted can be amended with a 2/3 vote of the Board
- Breaches of order include speaking without being recognized, failing to confine remarks to the merits of the pending question
- An example of a standing rule is the amount of time for public comment
- Offenders of the rules can be given 3 warnings---discipline accordingly
- Minutes should contain a record of what was done, not what was said
- Small groups can dispense with following all the rules