

To: Glen Wolverton Chairman of Robert Rule's of Order Committee
Fr: Sean Pender, Immediate past president and committee member
Re: RROO Committee meeting

November 3, 2006

Mr. Chairman the work of the committee which was prompted by Brother Jim Kenna's letter of October 16, 2006 should enable our organization to run meetings more efficiently, professionally and impartially. Our review of Robert's Rule of order has raised our awareness of the importance of following proper guidelines during meetings.

The Robert Rules of Order website states that "According to Robert's Rules of Order, parliamentary procedure is based on the consideration of the rights: of the majority, of the minority (especially a large minority greater than one-third), of individual members, of absentee members, of all of these groups taken together." The concerns that were expressed in Brother Kenna's letter have prompted us to take the following steps.

Effective immediately the division will purchase a copy of Robert's Rule of Order to be used at every meeting for reference purposes. It will be the job of the sentinel to keep the book with the rest of the division's property and have it available during all meetings. The National AOH blue book states the following regarding meeting decorum: "The smooth running of meetings is the chief responsibility of the Marshal who should be alert to follow the President's leadership. The Marshal should have at least two (2) aides he can call on. The Sentinel is next in importance in keeping order." To ensure the smooth running of our meetings any questions regarding parliamentary procedures that arise will be researched by the sentinel and marshal using Robert's Rules of Order.

In an effort to balance the rights of minority views and majority interests the division will follow proper motion, debate and voting procedures. This will allow us to move topics expeditiously. (Retrieved from management help.com)

All motions must be seconded and adopted by a majority vote unless otherwise noted.
All motions may be debated unless otherwise noted.

About Motions

About Motions	Purpose of Motion	To Enact Motion
Main Motion	to take action on behalf of the body	debatable; requires majority vote
Adjourn	end the meeting	not debatable; immediately voted upon and requires majority vote

Call for Orders of the Day	asks to stick to the agenda	not debatable; requires 1/3 majority to sustain
Call to Question	closes debate and forces vote	not debatable; requires 2/3's majority vote
Motion to Limit or Extend Debate	limits or extends debate	not debatable; requires 2/3's majority vote
Point of Order	is a question about the process or a particular motion	automatic if granted by Chair
Point of Information	to ask about the process or particular motion	Automatic
Motion to Rescind	to change the results of a vote	requires 2/3's majority vote to reverse results of earlier vote
Motion to Suspend the Rules	suspend formal process for a short period	debatable and requires 2/3's majority vote

About Debate

Each motion that is debated receives ten minutes of debate. The member initiating the motion speaks first. The Chair asks for a rebuttal. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time. Note: Motion to Limit or Extend Debate if passed can limit debate time.

About Voting

Majority vote is more than half of the members. 2/3's vote is more 2/3s or more of the members. Be sure to announce what is being voted on before the vote.

Mr. Chairman, our work allowed us to discuss how much time our division has spent on addressing the minority view point; it is the opinion of the committee that the chair has been of good judgment in allowing any and all matters and concerns of the minority to come before the membership for discussion. While the opinion of the minority is important we have seen too many of our meetings be delayed and prolonged by the constant review of past incidents that we as a division have addressed. It was not lost upon the committee the decline in meeting membership. Following the above mentioned guidelines will improve our meetings.

Our review of Robert's Rule of Order has given us what we feel are ground rules that will allow for minority view points to be made but will also allow us to expedite our meetings and make them more desirable for members to attend. The Committee hopes that the division will make a concerted effort to increase attendance at meetings by stressing the tenants of our Order friendship, unity and Christian charity.