

Recommendation to Council about Robert's Rules of Order Membership and Training Committee

Rationale: On May 9, 2017, the council approved a motion “to have the Membership and Training Committee revisit Robert’s Rules of Order and bring back a recommendation to the council by the end of the year”. In order to provide a recommendation to the council the following was conducted:

1. Copies of *Robert’s Rules of Order in Brief* were provided to Membership and Training Committee members;
2. A survey developed by the Membership and Training Committee about Robert’s Rules of Order was distributed to council members on September 12;
3. A focus group with council members was led by the Membership and Training Committee on October 10;
4. The Disparities Elimination Committee presented recommendations on council member engagement to the Membership and Training Committee on October 20.

Background: The council co-chairs and the Parliamentarian will ensure that every member has the opportunity to speak and is heard; they will clarify motions and procedures so that all members know what is happening during the meeting. Open forum is available to discuss a topic informally, otherwise, the council will use discussion to ask clarifying question about an upcoming motion only.

Recommendation: We will continue to use Robert’s Rules of Order. It will be implemented fairly and consistently; all members are expected to follow the rules. An agenda will be closely followed.

We will take the following steps to ensure this:

1. Members must be recognized by the chair before speaking.
 - a. The two non-facilitating co-chairs will keep track of the order people raise their hand and are called on to speak;
 - b. If members speaks out of turn, the chair will correct them or any council member may call a Point of Order, which indicates there is a breach of the rule (in this case, someone spoke out of order).
2. Ongoing training will be arranged by the Membership and Training Committee.
 - a. New members will receive an introductory training about Robert’s Rules of Order and co-chairs and council members will attend ongoing trainings to ensure consistent practice;
 - b. A Robert’s Rules of Order summary sheet will be provided that will include:
 - i. Common phrases that are used and common rules, for example, a member will be called on by the facilitating chair and all members are given the chance to speak before a member speaks a second time;
 - ii. How to make a motion / amend a motion;
3. Membership and Training will continue to monitor the use of Robert’s Rules of Order.