






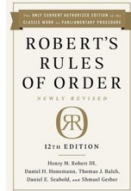





ROBERTS RULES OF ORDER
CHEAT SHEET
For Governance Tables of
DIVISIONS OF FAMILY PRACTICE and
MEDICAL STAFF ASSOCIATIONS

Roberts Rules of Order (or parliamentary procedure) was developed to ensure that meetings are fair, efficient, democratic, and orderly. It helps chairpersons run effective meetings without being overbearing, or being railroaded by others at the meeting. Each Division/MSA may choose the degree to which they apply Roberts Rules at their meetings. The most common steps and types of motions for MSAs and Divisions are highlighted in light blue.

Six Steps of Every Motion	Types of Motions
<ol style="list-style-type: none"> 1. Motion: A director raises a hand to signal the Chair, and states <i>"Madam Chair, I move that ..."</i> 2. Second: Another director seconds the motion. (<i>"Second"</i>) 3. Restate Motion: The Chair restates the motion and calls for discussion (<i>"Any discussion?"</i>) 4. Debate: Directors discuss the motion; A speakers list is useful, and imperative for large groups or contentious issues. 5. Vote: The Chair restates the motion, then asks for affirmative votes (<i>"All in favour?"</i>) and then negative votes (<i>"Any opposed?"</i>) In cases of obvious consensus, the Chair may state <i>"If there are no objections, we will adopt the motion ..."</i>, then <i>"Hearing none, the motion is adopted."</i> 6. Announce the Vote: <i>"The motion is carried"</i> or <i>"The motion fails."</i> (Esp. important for virtual meetings.) 	<ol style="list-style-type: none"> 1. Main Motion: Introduce a new item. Ex. <i>"I move that we approve full funding for Project A."</i> (Tip: Be very specific!) 2. Subsidiary Motion: Change or affect how to handle a main motion. Ex. Amend: <i>"I move that we amend the motion to state that we approve full funding for Project A, pending an updated timeline from the physician lead";</i> or Refer: <i>"I move that we refer this motion to the Projects Committee."</i> 3. Privileged Motion: Important matter unrelated to pending business. Ex. Motion to recess or adjourn 4. Incidental Motion: Questions the procedure of other motions; must be voted on before the main motion (ex. <i>"I move that we divide the motion into two separate motions and discuss each separately."</i>) 5. Motion to Table: Sets a motion aside in favour of more urgent business. Ex. <i>"Madam Chair, because our speaker is now here, I move that we table this motion."</i> (This should not be used to kill a motion or postpone its debate indefinitely. If the motion is not picked up by the end of the meeting, it dies.) 6. Motion to Postpone: Delays a vote (can be used to reopen discussion on a motion) 7. Motion to Reconsider: (Tip: Use sparingly and with caution.) Opens the floor to reconsider a previous issue that was voted on, tabled, or postponed. This may only be used once: a motion reconsidered cannot be reconsidered again.
Requesting Points of Something	
<p>Certain situations require attention in a meeting, but don't need a motion, vote, second, or debate. These are called "Points".</p> <ol style="list-style-type: none"> 1. Point of Order: Draws attention to a breach of rules or improper procedure (ex. When a non-voting member votes on a motion) 2. Point of Information: An additional point (non-debatable) so members can make fully informed votes 3. Point of Inquiry: Asks for clarification about a statement in a report 4. Point of Personal Privilege: Used to address physical comfort (temperature, noise) or accuracy of reports 	

ROBERTS RULES OF ORDER
CHEAT SHEET
For Governance Tables of
DIVISIONS OF FAMILY PRACTICE and
MEDICAL STAFF ASSOCIATIONS

MORE TIPS FOR CHAIRS

<p>Follow the agenda. This keeps your team moving towards its goal.</p> 	<p>Model a culture of courtesy and respect. Expect others to do the same.</p> 
<p>Don't over-control or command. Let the group do its own work.</p> 	<p>Develop your board's procedural skills by using Robert's Rules appropriately and correctly.</p> 
<p>Control the flow of the meeting. Recognize members who ask to speak. Keep a speakers list.</p> 	<p>Listen. Give each speaker your undivided attention.</p> 
<p>Share the floor. Let all members speak once before allowing anyone to speak a second time.</p> 	<p>Monitor the emotional pulse of the discussions. Address emotions that may be hampering healthy discussion.</p> 
<p>Keep the discussion on track. When it gets off-track, gently guide your team back to the agenda.</p> 	<p>Allow group consensus to have the final authority, rather than you as Chair having final authority.</p> 