

Adapted Robert's Rules of Order and a few other tips for speaking up in meetings



Most government agencies and providers have advisory groups. It is your opportunity to give advice from your perspective.

Many groups have rules to help people share their ideas, make decisions and run meetings smoothly



Robert's Rules of order

Robert's Rules of Order Timeline

- 1774-1775: First Continental Congress meets using Parliamentary procedures.
- 1774-1775: Thomas Jefferson publishes the Declaration of Independence.
- 1787: Framing of the Constitution of the United States.
- 1789: First Congress meets using Parliamentary procedures.
- 1795: Robert's Rules of Order first published.
- 1877: Robert's Rules of Order revised and republished.
- 1915: Robert's Rules of Order revised and republished.
- 1960: Robert's Rules of Order revised and republished.
- 1970: Robert's Rules of Order revised and republished.
- 1974: Robert's Rules of Order revised and republished.
- 1978: Robert's Rules of Order revised and republished.
- 1988: Robert's Rules of Order revised and republished.
- 1990: Robert's Rules of Order revised and republished.
- 1993: Robert's Rules of Order revised and republished.
- 1997: Robert's Rules of Order revised and republished.
- 2000: Robert's Rules of Order revised and republished.
- 2001: Robert's Rules of Order revised and republished.
- 2002: Robert's Rules of Order revised and republished.
- 2003: Robert's Rules of Order revised and republished.
- 2004: Robert's Rules of Order revised and republished.
- 2005: Robert's Rules of Order revised and republished.
- 2006: Robert's Rules of Order revised and republished.
- 2007: Robert's Rules of Order revised and republished.
- 2008: Robert's Rules of Order revised and republished.
- 2009: Robert's Rules of Order revised and republished.
- 2010: Robert's Rules of Order revised and republished.
- 2011: Robert's Rules of Order revised and republished.
- 2012: Robert's Rules of Order revised and republished.
- 2013: Robert's Rules of Order revised and republished.
- 2014: Robert's Rules of Order revised and republished.
- 2015: Robert's Rules of Order revised and republished.
- 2016: Robert's Rules of Order revised and republished.
- 2017: Robert's Rules of Order revised and republished.
- 2018: Robert's Rules of Order revised and republished.
- 2019: Robert's Rules of Order revised and republished.
- 2020: Robert's Rules of Order revised and republished.
- 2021: Robert's Rules of Order revised and republished.
- 2022: Robert's Rules of Order revised and republished.
- 2023: Robert's Rules of Order revised and republished.
- 2024: Robert's Rules of Order revised and republished.

Robert's Rules has been used for years as a way to ensure that meetings are run smoothly.

Many advisory groups use **Robert's Rules of Order**

RULES USED TO RUN MEETINGS

ROBERT'S RULES OF ORDER



Robert's Rules describes different ways that people talk to each other in groups. It provides ways for the group to run smoothly.

During meetings members:



✓ Make motions to suggest ideas

✓ Have a chance to be heard



✓ Vote to make decisions



✓ Listen to all sides of an issue

RULES USED TO RUN MEETINGS

ROBERT'S RULES OF ORDER



☒ It can be hard to remember what to say with Robert's Rules of Order because it uses words we don't always use

☒ These rules can be changed by groups to meet their needs



☒ Many advisory groups use Robert's Rules of Order. So it is important for everyone to learn these basic rules.

Knowing the rules will make it easier for you to speak up during a meeting.

ROBERT'S RULES OF ORDER CHEAT SHEET



President or Chair: The member elected to run meetings. They can cancel or call a meeting.

Minutes: Written notes of past meetings. These can be read aloud at the next meeting.



Announcements: Sharing information of general interest to all group members.

Old Business: Things that have been discussed before and need to be talked about again.



New Business: Ideas and issues that are new and need to be discussed by the board.

ROBERT'S RULES OF ORDER

CHEAT SHEET

QUORUM

Quorum: The number of board members needed to be present at a meeting to hold a vote.



Proxy: If you can't be at a meeting but you know how you want to vote. Someone can bring your vote to the meeting.



Adjournment: Closing or ending the meeting.

ROBERT'S RULES OF ORDER

HOW TO VOTE



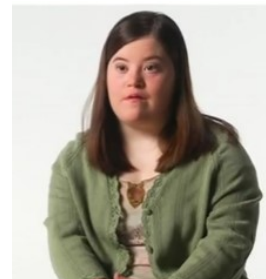
- ⦿ When you have something you want the group to vote on you need to make a motion

- ⦿ The person making the motion should Say ***“I make a motion that...”*** and then says what people should vote for



- ⦿ Someone else has to agree with the motion

- ⦿ This person should say:
“I second the motion”



ROBERT'S RULES OF ORDER

HOW TO VOTE

- ◎ Once the motion has been made and seconded then the leader should ask ***“Is there any discussion?”***



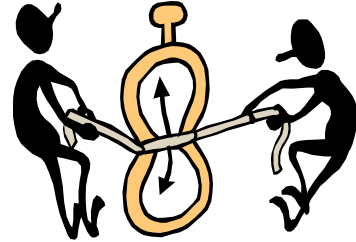
- ◎ The group talks about the good parts and the bad parts of the issue before voting. This is the time to ask questions.



ROBERT'S RULES OF ORDER

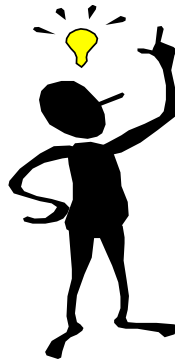
TIME TO VOTE

‣ Sometimes a person may think there has been enough talking and it is time to vote.



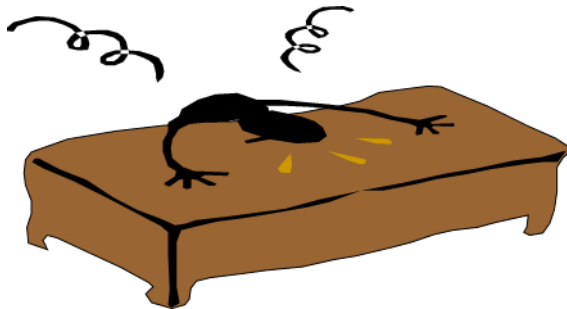
‣ If someone calls for a vote, there can be no more talking and there must be a vote

The person should say ***“I call for a vote....”***



ROBERT'S RULES OF ORDER CONDUCTING BUSINESS

› Sometimes you may decide to talk about an issue later, at the next meeting.



› You can ask the group to do this by saying, “I move that we table this issue....”

RULES USED TO RUN MEETINGS

THINGS TO REMEMBER



- Relax. Introduce yourself.

- Arrive on time



- Talk about the topic that's being discussed. Only bring up new topics if they fit into the reason for the meeting. New topics should be "on track".

- "Respect the Meeting" means ask questions if you don't understand what's going on.

- "Respect the Meeting" means only speak when it's your turn.



RULES USED TO RUN MEETINGS

THINGS TO REMEMBER



- Teamwork - don't do things alone!

- “Step up, step back”

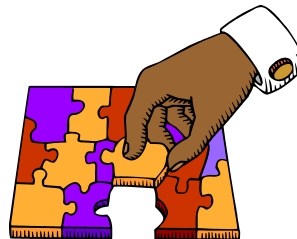
If you are someone who likes to talk a lot, take a “step back” and

let others share their opinions and stories. If you are someone who is usually quiet, “step up” and make your voice heard!



- Information - get it.....share it!

- Everyone counts!



RULES USED TO RUN MEETINGS

THINGS TO REMEMBER

- Try to stay in the meeting until break time. Drink water to stay awake and focused.



- Be flexible



-



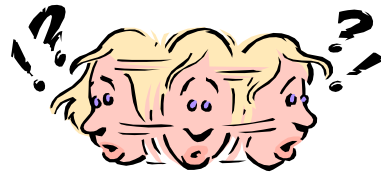
- It doesn't have to be "US vs. THEM"
Work on issues together!

WHAT TO DO WHEN OTHERS ARE TALKING?



- Listen to what others are saying

- Stop and ask a question if you don't understand



- Don't interrupt the speaker

- Raise your hand and wait to be called on

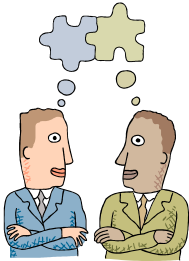


- Respect others opinions

- Listen and consider others suggestions

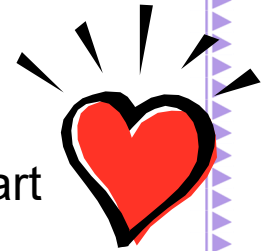


WHAT TO DO WHEN YOU ARE SPEAKING?



- Be clear about what you want to say

- Be sincere talk from the heart



- List the points you are making

- Include everyone, speak to the whole group not just one person.



- Offer suggestions about how the group can reach a decision




- Take only as much time as needed

OTHER TIPS FOR HAVING SMOOTH RUNNING MEETINGS

9:15 am	How To Start A Movement	
9:30 am	Chester Finn	
10:15 am	Ways To Lead	
11:00 am	Rocks Activity	
11:30 am	I'm not your inspiration, thank you very much	
12:00 pm	Break for Lunch	




Set times on our agenda for each issue

 Set a timer at the beginning of each issue to remind us of how the time is passing



Have regular breaks

 Read or listen to the minutes and committee reports from the last meeting



QUIZ?

1. What do you do if you arrive late for a meeting?
2. What do you do if some else arrives late?
3. What should you do if you want to talk with a friend during a meeting?
4. What should you do if you get a text during the meeting?
5. What should you do if there is a box of donuts, or some other snack, at the other end of the table?

Some things that were said at the meeting may be confidential. That means you don't have permission to tell them to anyone who was not at the meeting. If you aren't sure if something is private or confidential, ask before you leave the meeting!

6. What should you do if your casemanager asks you what your friend said during the meeting?

Meetings tips used by GMSA staff

Every meeting we go to is really 3 meetings.

In order to be fully included at meetings, it requires the extra steps of preparing for the meeting ahead of time and debriefing afterwards.



Before each meeting...

- Confirm location, time and ask for Wi-Fi as an accommodation
- Print out and review the agenda and meeting materials
- Think of questions to ask and write down major points to discuss.
- Decide what our stance is going to be if a policy decision is being made. It is important that employees attending the meeting know that they cannot make a new policy decision without input from the board of directors.
- Pack up any lap tops, iPads or other devices you need.

During meetings... The GMSA team uses devices to Google Chat/Skype chat with each other during meetings. We support each other by explaining confusing topics, give reminders about talking points, and chat back and forth to break up monotony. These conversations are private so it feels comfortable to say you don't understand something that is going on in a meeting. In order to use Google Chat, you must have a Gmail address. Gmail accounts are very easy to set up!

After the meeting... The final, third, step is to debrief with team members about how the meeting went after the meeting is over. Talk about next steps and the follow up that needs to be done. You can also talk about what worked and what didn't.

For meetings we host we use wireless microphones & speakers.

