Cady Thomas

2018 GAD Advisory Group Chair
Steve Strode
2018 President, Oregon Association of REALTORS®
Matthew Leger

REALTOR® Association of the Palm Beaches and Greater Fort Lauderdale

#GAD2018
Pamela Gregory, Kentucky REALTORS®

Julia Parenteau, Texas Association of REALTORS®

David Stark, Bay East Association of REALTORS®
The Politics of Meeting Management
Robert’s Rules of Order
Agenda

- Why Robert’s Rules?
- Agenda
- Rules Governing an Organization
- Role of Presiding Officer
- Motions
- Debate
- Amendments
- Limiting Debate
- Postpone/Lay on Table
- Voting
- Conflict of Interest
- “Other Aspects of Robert’s Rules”
- Summary
Why Robert’s Rules?

Balance between fundamental principles of parliamentary law. It balances these 3 fundamental principles:

- **Protection of the rights of members, and those whom they represent.**
- **The requirement for a deliberative process of full and free discussion as a prerequisite to democratic decision making.**
- **Protection against instability.**

**MAJORITY RULES, MINORITY IS PROTECTED!**
EVER FEEL LIKE YOU’RE A GROUP GOING NOWHERE?
OR EVEN WORSE...
That’s Why We Have....
Agenda

- Have one EVERY time
- Efficient
- Effective
- Provides order

- Stay on it....

PROPOSED AGENDA

Presiding: John Royer, President

I. Call to Order & Welcome New Officers

II. Approve Agenda

III. Approve Minutes of November 15, 2016 Officers’ Meeting

IV. Treasurer’s Report – Sara Walsh
   A. Review November 2016 Financial Statements
   B. Receive November 2016 Accounts Receivable Report – Corey Skinner
   C. Approve Proposed Columbus REALTORS’ 2017 Budget
   D. Approve Rea & Associates Conducting Annual Columbus REALTORS’ and
      Subsidiary Audit

V. President Elected’s Report – Mie Gordon
   A. Approve New Member Applications
   B. Receive 2017 Committee Appointments
   C. Receive Director/Committee Liaison Appointments

VI. President’s Report – John Royer
   A. Review for Shareholders Meeting
   B. Approve Recommendation from Foundation Board of Trustees
   C. Approve Recommended Revisions to Standard Clauses
   D. Receive 2017 Vice Chair Appointments – Sara Walsh
   E. Review Presidents’ Ball

VII. Executive Staff Report – Stan Collins
    A. Receive Update from Staff Benefits Task Force
    1. Approve Revisions to Employee Handbook
    2. Approve of Change to Staff “Personal Time Off” (PTO)
    B. Approve Deposit to Update Rapotoni Membership System
    Government Affairs Update – Brent Swander
    1. Approve Appointments to CORPAC Steering Committee
    2. Receive Update Regarding Columbus’ Sign Ordinance
    3. Receive Year-End CORPAC Statistics
    C. News Release/Monthly Housing Statistics – Marcia Bressler

VIII. MATTERS OF INFORMATION:

Dec. 16       Columbus REALTORS’ Office Closed at noon – Staff Holiday Party
Dec. 26       Columbus REALTORS’ Office Closed – Christmas Holiday
Jan. 2        Columbus REALTORS’ Office Closed – New Year’s Holiday
Minutes

- Official Record of Proceedings
- What was *done* NOT what was *said*

*Provides Protection*
Essentials of the Minutes

• Kind of meeting
  • Regular
  • Special
• Name of the assembly
• Date of meeting
• Place
• Main motions (except such as were withdrawn)

• Points of order and appeals, whether sustained or lost, and all other motions that were not lost or withdrawn
• Hours of meeting
• Adjournment
• The name is recorded of the member who introduced a main motion, but not of the seconder.
  • Generally
Always start on time
Always end on time
RULES
GOVERNING AN ORGANIZATION

FEDERAL
STATE
LOCAL
NATIONAL ASSOC OF REALTORS®
BYLAWS
STANDING RULES
ROBERT’S RULES OF ORDER
PRECEDENT
ROLE OF A PRESIDING OFFICER

• Impartial
• Introduce Business in Proper Order
• Recognize Speakers
• Keep Discussion Germeane
• Maintain Order
• Put Motions to a Vote

• “Making sure the members run the meeting (rather than the GAD) is key to both a successful meeting and the long term sustainability of a volunteer based - and volunteer-centric - government affairs program. (And coffee. LOTS of coffee.)” — David Stark
Presiding Officer Role in Debate

- Impartial
- Should not debate
  - Hand over the chair
- Should never be chosen for any reason except ability to preside.
Where to start

1. Move (Introduce) Motion
2. Second the motion
3. Debate the motion
4. Vote on the motion

1. Debate
2. Move the motion
3. Second the motion
4. Debate (some more....)
5. Vote on the Motion
Making the Motion

• Be clear
• Ensure the motion is stated/written as intended.
  • Have it repeated or “word smith” it until it’s your intended motion
    • “Ah, you know what I meant.”
• Can’t speak against it
• Can vote against it
Committee Report With Recommendation

• No Second Needed
  • Second implies at least one other person believes motion is worthy of discussion
  • If passed in committee, more than one other person believes it’s a good idea
DEBATE

• State position
• Must be germane
• Address Presiding Officer (not individual member)

• Speaking a second time
• Maker of a motion can’t speak against own motion
  • Can vote against it
• Presiding officer should alternate sides of debate
“If you have an important point to make, don’t try to be subtle or clever. Use a pile driver. Hit the point once. Then come back and hit it again. Then hit it a third time a tremendous whack.”

~ Winston Churchill
"Courage is what it takes to stand up and speak; courage is also what it takes to sit down and listen."

Winston Churchill
Ways to Amend a Main Motion...

- Insert words in the middle of the motion or add words (at the end)
- To strike out
- To strike out and insert
LIMITING DEBATE
“I CALL THE QUESTION”

- A member must be “recognized” by the chair
- When you make this motion, it is a suggestion – not a hammer
- This motion requires a second.
- Not debatable
- 2/3 vote to cut off debate
- Eliminating a person’s right to speak
- If favorable – DEBATE is OVER!
- Vote immediately on the motion

SOMETIMES YOU JUST NEED TO SHHHH
To Table or Postpone?

- What is your goal?
- Allow for other business?
- Need more information?
- Kill a motion?
- Other...
Lay on the Table or Postpone?

Postpone Indefinitely

- It’s Done – Kills the Motion
  Not to actually postpone but to reject
  Strategic Move

Postpone Definitely

- The body has ordered that the agenda include the item.
  You pick the specific date that you will re-visit this issue
  - it could be a date, but
  - it could also be after an event happens

Lay on the Table

- Motion is set aside, the body doesn’t specify when or whether it will take up the matter again. Once tabled, the body must agree to take it from the table - it requires a motion to take from the table
  - In most bodies, if not taken from the table at the end of the next meeting, it goes away
The question is (repeat the motion)...

Those in favor say ‘Aye’ (pause). Those opposed say ‘No’.”

“The ayes (noes) have it, the motion is adopted (lost),

and ...

(state the outcome—what has been decided).”
When is a vote not needed?

“The Chair calls on the treasurer.” (Report is given)

“Are there any questions?” (Answer the questions or ask the treasurer to answer the questions.)

“The treasurer’s report is received for the file.”

No voting on the treasurer's report (until the audit is complete.)
Conflict of Interest

- Disclosure
- SHOULD not vote or debate
- Cannot be compelled not to unless state, local or other laws (bylaws) would be violated

- “If a member has a direct personal or pecuniary (monetary) interest in a motion under consideration not common to other members, the rule in RONR is that he should not vote on such a motion, but even then he or she cannot be compelled to refrain from voting”. [RONR (11th ed.), p. 407, ll. 21-31.]
Majority vs plurality

**MAJORITY**
- Number or Percentage equaling more than half

**PLURALITY**
- Number greater than another
Point of order

POINT OF ORDER...
- Can interrupt a speaker who has the floor.
- Doesn’t need to be seconded.
- Isn’t debatable.
- Can’t be amended.
- Is decided by the chair
Electronic (E-Mail) voting

- Allowable
  - Know laws & bylaws
- Few committees have the need
- Most have stipulations
- Deadline
Ex-Officio members

- “Ex-Officio” refers to method, not class of membership
- Only by-laws can restrict rights of Ex-Officio members
- Same rights (Equal) as all other members
Suspending the Rules

• “Rules” – Key Word
• Not in conflict with its constitution, by-laws, or with the fundamental principles of parliamentary law
  • Example rule
Chair voting

• If the chair is a member of the assembly or voting body they have the same voting right as any other member.
Must the chair recognize a member?

• Must recognize any member who seeks the floor while entitled to it
• “Reasonably prompt” in exercising right
• May appeal
  • Except in mass meeting

• If a member rises at a time when not appropriate:
  • Chair, “for what reason does the member rise?”
When in doubt

- Refer to cheat sheets - whether written as scripts or on index cards, know what to say

- Have the by-laws and standing rules on file and with you at the meeting

- Have a copy of Robert’s with you

- Have a parliamentarian on the team. (Two sets of eyes are better than one.)
To Conclude...

Use parliamentary procedure as a tool, not a hammer.

- Review of one subject at a time.
- "Negative" motions are generally not permitted.
- Only one person may speak at any given time.
- All members have equal rights.
- Speakers are recognized by the Chairperson, then address the members thru the chair.
- The rights of the minority is protected, but the will of the majority prevails.
My Favorite Part of Robert’s Rules…
“Tact is the ability to tell someone to go to hell in such a way that they look forward to the trip.”

Winston Churchill
Jamie McMillen

Akron Cleveland Association of REALTORS®
Ginger Downs, Martin & Downs Consulting

Alice Martin, Martin & Downs Consulting

John Sebree, Missouri REALTORS®
Cady Thomas
2018 GAD Advisory Group Chair
Letitia Clark, Coastal Community College District, Orange County, CA

Christi McGee, Coca-Cola Bottling Company

Karl Ekhart, National Association of Home Builders
PLACEHOLDER SLIDE

Speakers will want to show these during their session. Please have queued.

https://www.youtube.com/watch?v=0E7NRsHQNXg&feature=youtu.be

https://vimeo.com/271721720
MISSION STATEMENT

NAHB strives to protect the American Dream of housing opportunities for all, while working to achieve professional success for its members who build communities, create jobs and strengthen our economy.
A federation of more than 700 state and local associations, NAHB represents more than 140,000 members. About one-third are home builders and remodelers.
We Got Mike Rowe
Serilda Summers-McGee

Workplace Change, LLC
Scheduling Announcements

TODAY
- 5:15 – 6:30 pm  Major Investor Reception
  Skyline II on the 23rd floor
- 6:30 – 8:30 pm  President’s Reception
  Urban Studio
  935 NW Davis Street

TOMORROW
- 8:30 am SHARP  Breakfast Program
  Pavilion Ballroom
NAR GAD INSTITUTE 2018
PORTLAND, OREGON

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