

## **PAC General Meeting Use of Robert's Rules of Order**

### **Welcome & call to order**

*Chair introduces themselves, calls meeting to order.*

### **Land Acknowledgement**

**Introductions** (*PAC members share name, grade(s) of children at the school, DPAC -elected PAC representatives share name of school and position*)

**Meeting Decorum:** this can be included in the agenda, and/or read out at the beginning of the meeting:

Our PAC has a strong commitment to ethical conduct. It is our collective responsibility to ensure that our meetings are conducted in a safe and respectful manner.

### **Adoption of Agenda**

"I move to adopt the meeting agenda; do I have a second?"

Second: (*record name of PAC member*)

Any changes or additions?

If no changes: So moved

If changes to agenda made and agreed upon: The amended agenda is moved.

### **Adoption of Minutes**

"I move to adopt the minutes of the (date) PAC meeting."

Second: (*record name of PAC member*)

If no changes: So moved

If changes to minutes made and agreed upon: The amended agenda is moved.

Note: IF there are revisions to the agenda or minutes, the Chair changes the motion to:

"Today's meeting agenda / the minutes has/have been revised to (include detail). I move to approve the revised agenda/minutes?"

Once the meeting is underway, Robert's Rules of Order provide clear direction on how to ensure debate and discussions are held in a respectful and orderly manner, allowing for orderly meetings. They allow the Chair to keep the meeting on track and manage any contentious issues or disputes fairly.

Examples of motions for PAC meetings:

- I move to pass the proposed amended budget.
- I move that we agree to fund the proposed basketball nets for the sport court out of Gaming Grant funds.
- I move to adjourn this meeting.

## Roberts Rules of Order – Simplified Instructions

### General idea:

- Everyone has the right to speak once if they wish before anyone can speak a second time. A person can only speak a second time if they are presenting new or different information.
- The person who brings the motion forward has the first change to speak.
- Everyone has the right to know what is going on in the discussion.
- Only urgent matters can interrupt a speaker.
- The group only discusses one thing (motion) at a time

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the Chair any member can introduce a motion when no other motion is being discussed (“on the table”).

- A motion requires a second to be considered. If there is not a second, the matter is not considered.
- Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

### How to use Robert’s Rules to manage a meeting:

Note: in a PAC meeting, only a parent or guardian of a student attending the school is a member and eligible to vote. In DPAC meetings, only elected PAC representatives are eligible to vote.

- You want to bring up a new idea/topic for discussion (i.e. a “motion”)
  - Raise hand, once recognized by Chair, present your motion/what you want to speak about. Motion should be “seconded” to go to the floor for discussion or consideration.
- You want more study and/or investigation given to the idea being discussed
  - Move to refer to a committee. Try to be specific as to what the committee is charged to do.
- You want more time personally to study the proposal/topic being discussed
  - Move to postpone to a definite time or date
- You feel the current discussion has run its course / you have heard enough discussion
  - Move to limit the debate to a set period (2 minutes per speaker) or a set number of speakers or move to close the debate. Either requires a 2/3 vote of the members.
- You believe the discussion has drifted away from the agenda and want to bring it back
  - Call for orders of the day (call to return to the order of the agenda)
- You want to take a short break
  - Move to recess for a short period of time
- You want to end the meeting
  - Move to adjourn

A speaker can only be interrupted for these reasons:

- If you can't hear, safety reasons, comfort, etc.
- If you see a break of rules – point of order
- To get information about business – point of information to get information about rules – parliamentary inquiry.

### Further Clarification:

- What is the difference between a “motion” and a “question”?
  - A motion is a formal proposal by a member in a meeting, requesting that those assembled take a certain action (i.e., approve minutes, end a debate, etc.)
  - Unless the word “move” or “motion” is used, it is not a formal motion. “I move” means I propose, or I suggest.
  - Questions can be posed to presenters, or to better understand a motion that has been moved. A presenter can answer questions as posed or provide clarification as needed and is not limited to how many times they can speak.
- After a motion is moved and seconded, the Chair may ask for the question to be debated, giving members the opportunity to discuss or make relevant secondary motions / adjustments to the motion.
  - If there is no need/interest in debating (discussing) the question, the Chair may move for a vote.
  - If there is interest in debating the motion, the Chair can stipulate:
    - The amount of time allowed for the debate (i.e., 5 minutes)
    - The number of minutes each speaker is allowed to speak for
    - The number of speakers allowed
    - If a speaker is allowed to speak a second time, once all other interested speakers have had their turn
  - Once the debate is over, the Chair asks “Are you ready for the question/motion to be put to a vote”. Eligible members vote (Chair does not vote unless to break a tie); Chair announces the vote results.
- Votes require a majority to pass, except for a motion to limit a debate or close a discussion – these require 2/3 of votes to pass.