



Fagen Friedman & Fulfroost LLP

# Robert's Rules of Order

Azusa Unified School District  
Board of Education

October 12, 2021

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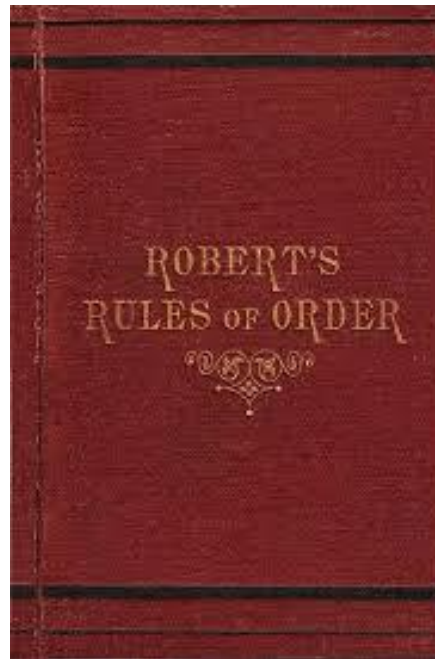
# Today's Agenda

- Robert's Rules of Order
- Purpose
- Interplay with Brown Act
- Common Rules



# Robert's Rules of Order

A GUIDE TO PARLIAMENTARY PROCEDURE



# Who's Robert?

- Henry Martyn Robert
- 19th Century Engineer
- Wanted local legislative bodies to use congressional procedures



*A meeting without  
structure is like sailing  
without a compass - you  
spend a lot of time getting  
nowhere!*



# What are the Basic Rights at Stake?

1. Right of majority to make decisions
2. Right of minority to be heard
3. Rights of individual Board members to participate
4. Right of Board to develop its own Rules and Regulations



# Interplay of Brown Act and RR

- Brown Act enforces transparency and public input around legislative action by local agencies
- Robert's Rules promotes order and efficiency through meeting protocols
- Brown Act is law; Robert's Rules is procedural guidance



# Interplay of Brown Act and RR

- If there is a conflict, Brown Act controls
- Minor errors in following Robert's Rules are not Brown Act violations
- ...and won't invalidate Board action





# POINT OF ORDER

- To correct a breach in the rules
- Only used for major infractions
- Made at the time of the infraction
- Second not required
- Not debatable
- Ruled upon by the chair



# MOTIONS

- Chair must open for motions
- Chair recognizes any motion made (if not germane, the motion is “out of order”)
- Must be seconded to discuss
- Moving Board member typically gets first opportunity to speak
- Moving Board member can also withdraw motion



# AMENDING MOTIONS

- Must move to amend (any Board member)
- State the amendment
- Need a second
- Chair calls for discussion
- Vote (majority amends)



# PROCEDURAL MOTIONS

## ■ Used for:

- Postponing consideration of main motion
- Referring matter to a committee or person
- Limiting discussion/creating special rules for the motion
- Divide the motion into smaller subtopics



# POSTPONEMENT

- Once postponed, no further action is taken on the matter until re-opened.
- Unless specified, Chair determines when to reinstate the subject (not sooner than next meeting)



# ADJOURNING

- Board must motion to adjourn
- Any Board member may make motion to adjourn
- Must be seconded



# RECONSIDERATION

- Motion to revisit a topic already voted on
- May occur in current meeting or in the 2 subsequent meetings
- Must be seconded
- Only one Motion for Reconsideration per subject



# DECORUM

- Board members speak one at a time and do not interrupt unless the Board member who has the floor yields to someone else.
- Only Board members talk (staff can answer questions if asked)
- Chair chooses when to halt discussion on a topic.





# Statement of the Record

- Board members may request that written or oral statements be included in the minutes.
- Must be made before adjournment of the meeting
- One statement per subject



# CALL FOR THE QUESTION

- This results in end of Board discussion and puts the matter to vote
- Must be seconded



# QUORUM

- >50% of total Board members
- Lack of Quorum →
  - Chair recesses until quorum present
  - Adjourn meeting
- Abstention still counts for purposes of quorum



# VOTING

- Rollcall by President
- Done orally (Aye, Nay, Abstain)
- President reads out results immediately afterwards
- No other business to conduct until Rollcall finishes
- Votes may be changed before final report out





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