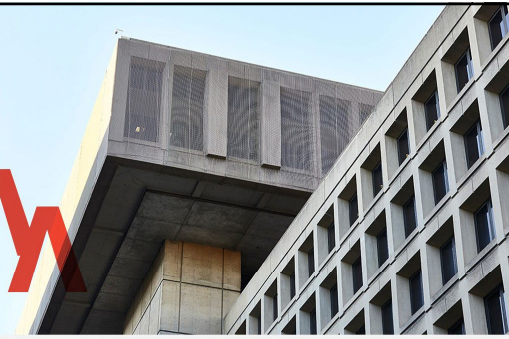

 AIA  
Leadership Summit



## Parliamentary Procedure Survival Skills for AIA Leaders

Jim Slaughter  
*2023 AIA Leadership Summit*

1

# Today



- *Why Robert's?*
- What Rules Follow?
- Making Motions
- Handling Motions
- Leading Meetings
- Resources

2

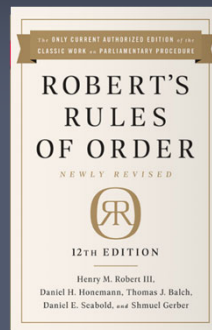
# AIA Bylaws

## 9.2 - Parliamentary Authority

*The rules contained in regulations adopted Robert's Rules of Order, Newly Revised shall supplement the rules and by the Institute and the Board and shall govern the Institute, the Board, and the committees in all cases in which such rules are applicable and are not inconsistent or in conflict with law, these Bylaws, or the rules and regulations adopted by the Institute and by the Board.*

3

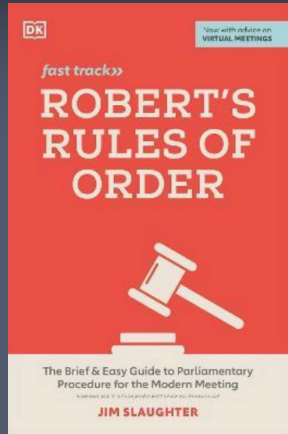
# Finding Robert's



*Robert's Rules of Order  
Newly Revised (12th Edition)*

4

## Summer 2022



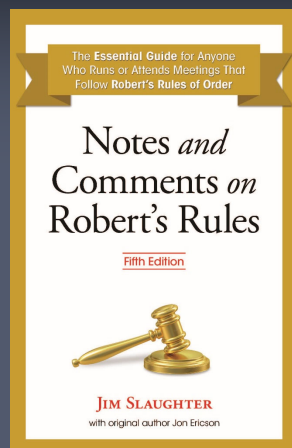
*“Big board? Small board? This Fast-Track Guide provides clear and simple guidance to educate board members and help your board govern efficiently and effectively.”*

Tom Skiba, CEO  
Community Associations Institute

### *Robert's Rules of Order Fast Track*

5

## October 2022



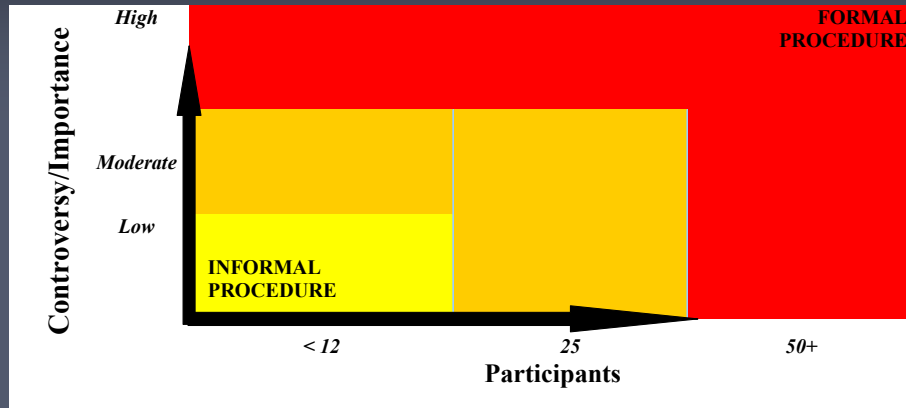
*“Whether you preside over meetings or attend them, Notes and Comments on Robert's Rules, Fifth Edition . . . gives you the knowledge and confidence to get things done and provides you with an understanding of how to run an efficient, effective, and purposeful meeting.”*

President Becky Pringle  
National Education Association

### *Notes and Comments on Robert's Rules*

6

# What Rules?



## Level of Formality

7

# Board Meetings



- No recognition
- No seconds
- Debate not limited
- Chair less formal
- Chair participates and votes

8

# Governing Authorities



AIA Bylaws



Special Rules



*Robert's Rules*

9

# Order of Business



- I. [Call to Order]
- II. Approve Minutes
- III. Reports
- IV. Unfinished Business
- V. New Business

10

# Quorum Issues



**Number of  
voting members  
who must be  
present for  
business to be  
legally  
transacted**

11

# AIA Bylaws

## Quorum

### Meetings of the Institute.

*5.27 Quorum at an Institute Meeting. A quorum for a meeting of the Institute shall be one hundred member delegates.*

### Directors and Officers.

*6.422 Quorum at Board Meetings. A majority of the entire voting membership of the Board shall constitute a quorum for the transaction of business. In the absence of a quorum, those directors and officers present may adjourn the meeting to another time and place.*

12

# Order of Business



- I. [Call to Order]
- II. Approve Minutes
- III. Reports
- IV. Unfinished Business
- V. New Business

13

# Minutes



*Minutes are a record of what was done at the meeting—NOT what was said.*

14

# Order of Business



- I. [Call to Order]
- II. Approve Minutes
- III. Reports
- IV. Unfinished Business
- V. New Business

15

# Bringing Motion Forward

1. Member makes motion
2. Second
3. Chair states question

16



# Considering the Motion

1. Debate
2. Chair puts to vote
3. Chair announces result

17

## Motions Guide

**Parliamentary Motions Guide**  
Based on *Robert's Rules of Order Newly Revised (12<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	2 <sup>ND</sup> ?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to <b>adjourn</b>	No	Yes	No	No	Majority
§20 Take break	I move to <b>recess</b> for ...	No	Yes	No	Yes	Majority
§19 Register complaint	I rise to a <b>question of privilege</b>	Yes	No	No	No	None
§18 Make follow agenda	I call for the <b>orders of the day</b>	Yes	No	No	No	None
§17 Lay aside temporarily	I move to <b>lay the question on the table</b>	No	Yes	No	No	Majority
§16 Close debate	I move the <b>previous question</b>	No	Yes	No	No	2/3
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to <b>amend</b> the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be <b>postponed indefinitely</b>	No	Yes	Yes	No	Majority
§10 Bring business before assembly	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

<sup>1</sup> Some more formal requirements, like seconds to motions, may not apply in smaller boards or any size committee.

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Side 1

18

## Types of Amendment

1. Add or Insert
2. Strike
3. Strike and Insert
4. Substitute

19

## Secondary Amendment

*renovate the headquarters and  
parking lot at a cost not to exceed  
~~[\$50,000]~~ \$60,000*

20

# Motions Guide

**Parliamentary Motions Guide**  
Based on *Robert's Rules of Order Newly Revised (12<sup>th</sup> Edition)*

The motions below are listed in order of precedence. Any motion can be introduced if it is higher on the chart than the pending motion.

YOU WANT TO:	YOU SAY:	INTERRUPT?	SECOND?	DEBATE?	AMEND?	VOTE?
§21 Close meeting	I move to adjourn					
§20 Take break	I move to recess for ...					
§19 Register	I rise to a question of privilege					
§18 Make follow agenda	I call for the orders of the day					
§17 Lay aside temporarily	I move to lay on the table					
§16 Close debate	I move to close the question					
§15 Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14 Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§13 Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
§12 Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11 Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10 Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

<sup>1</sup> Some more formal requirements, like seconds to motions, may not apply in smaller boards or any size committee.

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Side 1

**Lay on the Table**

21

# Executive Session



- Closed Meeting
- Secret
- Body Decides
- Members Only
- Invitees Only

22

# Planning



- Room Setup
- Start/end times
- Agenda
- Involve members

23

# Virtual Meetings



- Recognition
- Seconds
- Speaker time
- Motion time
- Chat features

24

# Presiding



- Use correct terms
- Equalize participation
- Control digressions
- Arguments
- True disruptions

25

# Most Important Role



Officers set the  
tone in  
and out  
of meetings.

26

## Resources



American Institute of  
Parliamentarians



National Association of  
Parliamentarians

27

## Resources



American  
Institute of  
Architects

28

# Resources



**JIM SLAUGHTER**  
Parliamentarian

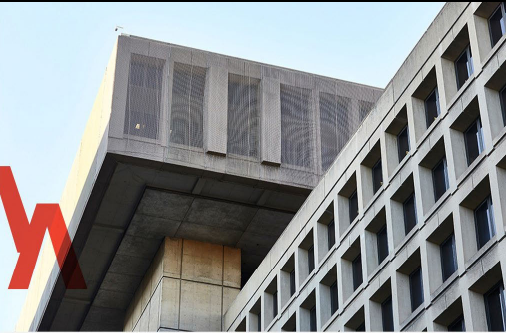


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As an attorney, Certified Professional Parliamentarian, and Professional Registered Parliamentarian, Jim provides effective advice on parliamentary procedure and Robert's Rules of Order for conventions, meetings, presiding officers, and bylaws revisions.

[www.jimslaughter.com](http://www.jimslaughter.com)

29



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Survival Skills for  
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30