



Roberts Rules

You Said Yes... So, Now What?
Important FAQ's For Volunteer Leaders



WASHINGTON STATE SHRM

Why Use Roberts Rules

The Average Meeting Goer:

- Attends 62 meetings a week
- Spends 31 hours in unproductive meetings

How Meeting Goers Spend Time:

- 91% daydream
- 39% sleep
- 73% do other work

Cheat Sheet for the Meeting Chair

- Control the process as the servant, not the “boss”, of the chapter board.
- Control who speaks by “recognizing” board members.
- Discussion is not a conversation. Don’t allow anyone to speak a second time until all who wish to have spoken.
- Help everyone focus on the meeting’s purpose by keeping the discussion on topic (relevant).

Cheat Sheet for the Meeting Chair (continued)

- Model and insist on courtesy and respect.
- Teach members to use “point of order” and to “appeal” your decisions.
- Listen to each person as if there were no one else in the room.
- Keep an emotional connection with the members of the board.
- When in doubt, ask the group! The group is the final authority.

Effective Meetings

- ✓ Schedule meetings in advance
- ✓ Have an agenda
- ✓ Invite any additional attendees and list them on the agenda
- ✓ Make sure a note-taker will be there (Secretary or someone filling in)

Effective Meetings (continued)

- ✓ Prepare for the meeting in advance (any reading or research) and ask others to do the same
- ✓ Start on time
- ✓ Keep the discussion on track
- ✓ End on time

Resources

- Roberts Rules of Order 12th Edition – Amazon.com (print book)
- Roberts Rules of Order Online: <http://www.rulesonline.com/>
- Mastering Council Meetings – Amazon.com (print book)
- Jurassic Parliament: <https://jurassicparliament.com/>
- SHRM VLRC:
<https://community.shrm.org/vlrc/viewdocument/parlamentary-procedure>

Have Questions or Need Additional Information?

If ever you have additional questions or not sure who to contact, please email us at wastateshrm@gmail.com and we will work to connect you with the appropriate person.

Thank you again for all you do as Volunteer Leaders!