

Robert's Rules of Order

(Modified for Homeowner's Association Meetings)

- **Introduction**

- 1) Call the meeting to order.
- 2) Establish ground rules:
 - a. Inform members of the Homeowners Association that the meeting will be conducted in accordance with *Robert's Rules of Order* with two slight modifications because of time limitations.
 - b. During debate of any pending motion, each member will be allowed to speak one time for no more than three minutes. (Under *Robert's Rules of Order*, each member of the assembly is generally afforded two opportunities to speak on each pending motion for up to ten minutes each time.)
 - c. Let the members know a timer will be kept by the Homeowners Association's Secretary and ask that each person please quickly conclude after the timer goes off.

If the meeting is a Special Meeting and was called as a result of a petition by members of the Homeowners Association, then:

- a. Read the petition requesting the Special Meeting.
- b. Read the applicable Bylaw or Texas Nonprofit Corporation Law provision that required the Homeowners Association to call a Special Meeting of the Homeowners Association's Membership, if directed to do so by the petition requesting the Special Meeting.

If the meeting is a Special Meeting, then:

- a. Read the Notice of Special Meeting and remind the members that no business, except business related to the purpose stated in the notice of the meeting, shall be transacted at the Special Meeting.
- b. Provide a brief summary of any background information regarding the of the special Meeting, if necessary or warranted.

- **Taking Action on Each Purpose stated in the Notice of Meeting or Meeting Agenda (this should be repeated for applicable purpose or topic)**

- 1) State the purpose or topic stated in the notice of meeting or meeting agenda.
- 2) Open the floor for any motions.
- 3) If a member or members request that he or she be given the floor, the presiding officer must designate who to give the floor to.
- 4) Once a member has the floor, they may make a motion.
- 5) If a motion is made, it must be seconded by another member.
- 6) Once a motion is made and seconded, the presiding officer must "state" the question. In other words, the presiding officer should restate the exact words of the motion that the membership is to consider and vote on.
- 7) The Secretary should write down the exact words of the motion and record them in the minutes, along with the identity of the member who made the motion and the member who seconded it.
- 8) After the presiding officer has stated the question, it may be opened to debate among the assembly.
- 9) The maker of the motion is generally afforded the preference of speaking first.
- 10) After the maker of the motion has spoken, the presiding officer may designate the next member who shall be afforded the floor for debate. The presiding officer should continue to afford the floor to each member who requests it until all members have had an opportunity to speak regarding the pending motion.
- 11) After debate has concluded, the presiding officer should put the question. In other words, the presiding officer should restate the question or motion and call the membership to a vote on such motion.

- **Points of Order**

- 1) Any member may call the attention of the presiding officer to a violation of the parliamentary rules of procedures. Generally, this would be limited to a violation of *Robert's Rules of Order* or other procedural and/or substantive requirements under the Homeowners Association's Articles of Incorporation, Bylaws, and/or the Texas Nonprofit Corporation Law.
- 2) This is done by standing up, interrupting the presiding officer or a speaker if necessary, and without waiting to be recognized, calling out, "Point of Order!"
- 3) Anyone speaking should take a seat, and the presiding officer must ask the member to state his or her point of order.
- 4) The member calling a point of order should state how the rules are being broken.
- 5) No second is necessary, and no vote is taken.
- 6) The presiding officer should rule on the point of order before debate continues (generally by stating that "the chair rules that the point of order is well taken" or "the chair rules that the point of order is not well taken," but the presiding officer can also simply state "the point of order is sustained" or "the point of order is overruled").
- 7) The presiding officer should also give a brief explanation for the ruling, which should be recorded in the minutes.
- 8) The ruling of the presiding officer may be appealed to the membership by the member who called the point of order by stating, "I appeal from the decision of the chair (or presiding officer)."
- 9) An appeal must be seconded and is subject to debate in a manner similar to that of a motion. The question is stated and put to a vote as, "Shall the decision of the presiding officer be sustained?" A majority vote in the negative is required to overturn the presiding officer's ruling.
- 10) If a point of order is overruled by a ruling of the presiding officer, or the membership upon a proper appeal, debate shall then continue on the pending motion where it left off.

- **Conclusion**

- 1) The presiding officer should announce that he or she will entertain a motion to adjourn.
- 2) The presiding officer should call for a second to the motion to adjourn.
- 3) A motion to adjourn should be put to a vote of the membership without debate.