

RULES OF ORDER HELPS IN HAVING EFFECTIVE MEETINGS

By Associated Property Management

A time-tested way to control meetings is with rules of order. Robert's Rules of Order will help a Board of Directors and guide them in their deliberations.

Principles of the rules of order are:

The majority rules
The minority has a right to be heard
Everyone is entitled to an opinion
Only one subject is addressed at a time

The purpose of having rules is to assure that there is an orderly conduct of business, to protect the rights of the members of the organization, provide for a procedure for resolving questions, and provide the groundwork for decorum in debate.

The fundamentals of Robert's Rules of Order are:

The chairperson presides
There is a fixed agenda
Members speak only when given the floor by the chairperson
Discussion is permitted only after a motion has been made and seconded
Decisions are made by majority vote
Rules of debate are obeyed.

The overall success of a Board of Directors Meeting is directly proportional to the effectiveness of the chairperson in applying these rules to manage the discussion and achieving the meeting objective. Sometimes it takes a forceful leader along with the cooperation of the other board members to achieve an effective and well run meeting.

01-01-10

