

QUIZ: ROBERTS RULES OF ORDER (NEWLY REVISED)

The President can vote only to break a tie.

NO: *the presiding officer has the same rights as any other member of the body.*

The presiding officer of an assembly of more than about a dozen members should make every effort to maintain an appearance of impartiality so that members on both sides of any issue can feel confident they will receive fair treatment. To this end the chair does not participate in debate on any issue unless (s)he gives up the chair. The chair votes only when either

- ♦ *The vote is by ballot, in which case the chair votes along with and at the same time as all other members, or*
- ♦ *The chair's vote will change the result of the vote.*

Once a quorum has been established it continues to exist no matter how many members leave during the course of the meeting.

NO: *Even when a meeting begins with a quorum present, it loses its right to conduct substantive business whenever enough members leave to bring attendance below the level of a quorum. It can resume substantive business only when enough members return, or other members arrive, to give it a quorum again.*

Abstention votes count.

NO. *Abstentions are instances in which members who are present refuse to vote. In the usual situation where either a majority vote or a two-thirds vote is required, abstentions are not counted and have no effect on the result. However, if the vote required is a majority or two-thirds **of the members present**, an abstention has the same effect as a "no" vote.*

A member with a conflict of interest with respect to a motion cannot vote on the motion.

DEPENDS: *Brown Act is YES.*

RRONR NO: *You should not vote on a question in which you have a direct personal or monetary interest not common to other members. However, you cannot be compelled to abstain because of such a conflict of interest.*

Debate on a motion must stop as soon as any member "calls the question".

SORT OF: *The proper wording to close debate on the immediately pending motion is to say "I move the previous question". The body then needs to vote on that motion with a 2/3 vote for adoption. If the motion passes, the body will immediately consider the previous motion with no further debate. Cutting off debate infringes on the right of members to speak, thus debate should never be limited without following the proper procedure.*

Anyone can add an item to an agenda.

RRONR YES: *For a proposed agenda to become the official agenda for a meeting, it must be adopted by the assembly at the outset of the meeting. At the time that an agenda is presented for adoption, it is in order for any member to move to amend the proposed agenda by adding any item that the member desires to add, or by proposing any other change.*

BROWN ACT NO: *The agenda provided at least 72 hours in advance of the meeting is the official agenda and cannot be modified except in emergency situations.*

Minutes of a meeting need to contain all the information from the meeting.

NO: *Not only is it not necessary to summarize matters discussed at a meeting in the minutes of that meeting, it is improper to do so. Minutes are a record of what was done at a meeting, not what was said.*

A board meeting cannot be held by telephone.

NO: *You may hold board meetings by conference telephone call only if your bylaws specifically authorize you to do so. If they do, such meetings must be conducted in such a way that all members participating can hear each other at the same times, and special rules should be adopted to specify precisely how recognition is to be sought and the floor obtained during such meetings.*