

# What are Robert's Rules of Order?

## Robert's Rules for Beginners

What you should know about how getting parent group business done and why we do it that way

### What you can expect at a parent group meeting

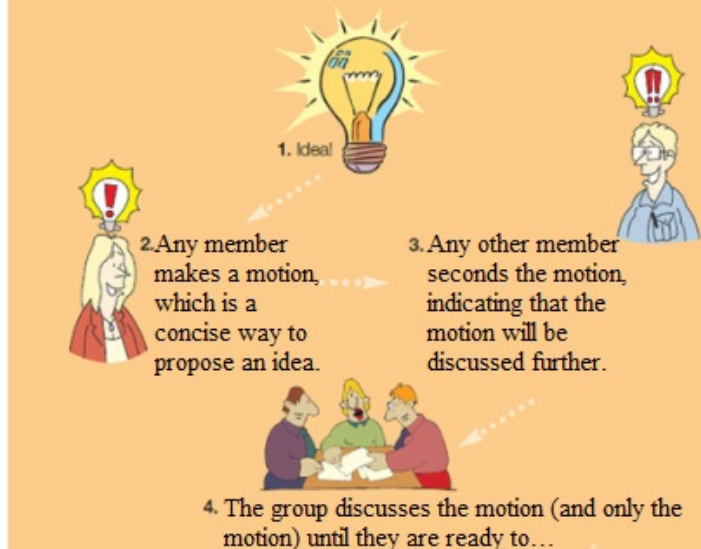
You will receive a printed agenda that will be used to guide the meeting. The agenda helps keep the meeting moving, keeps the group on task, and ensures that all business is covered.

During the meeting, discussion is limited to each agenda item as it comes up. People raise their hands and wait to be called on by the chair, as a way to keep discussion orderly and to avoid confusion.

When the meeting ends, it is adjourned.

The business of the meeting is documented in the written minutes. They will be presented for approval at the next meeting.

### When you want to make a formal decision, it begins with an idea



Vote for the motion (if there is a sufficient number of members in attendance – this is called a quorum).

Or

Table the motion until the next meeting to give time to consider the idea further.

### Bylaws and Robert's Rules of Order

The foundation of every well-run parent group is a strong set of bylaws that define the group's mission, its structure, its rules, its officers and how they get elected, and even how the bylaws themselves can be revised.

Robert's Rules of Order are time-tested guidelines used by groups large and small that help an organization conduct business smoothly and fairly.

# What is the Brown Act?

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## **School/District Councils & English Learners Committees *Ed Code 35147, Gov't Code 54950***

1. Any meeting held by a council or committee shall be open to the public.
2. Any member of the public shall be able to address the council or committee during the meeting on any item within the subject matter jurisdiction of the council or committee.
3. Notice of the meeting shall be posted at the school site or other appropriate place accessible to the public\* at least 72 hours prior to the meeting.
4. The meeting notice shall specify the date, time, and location of the meeting and contain an agenda describing each item of business to be discussed or acted upon.
5. The council or committee may not take any action on any item of business unless a) the item appeared on the posted agenda, or b) the council or committee members find, by unanimous vote, that there is a need to take immediate action and that the need for action came to the attention of the council or committee subsequent to the posting of the agenda.
6. Questions or brief statements made at the meeting by members of the council, committee, or public need not be described on an agenda as items of business if those questions or statements a) do not have a significant effect on pupils or employees in the school or school district; or b) can be resolved solely by the provision of information.
7. If a council or committee violates the procedural meeting requirements described above, and upon the demand of any person, the council or committee shall reconsider the items at its next meeting after allowing for public input on the item.
8. Any materials provided to a school site council shall be made available to any member of the public who requests the materials pursuant to the California Public Records Act.

*\*Notices and agendas should be posted in an area that is visible to all members of the school community.*

**Executive Order N-29-20 allows for the Brown Act to be modified to host virtual meetings and posting of agendas.**