

**WELCOME TO
CVESD PARENT LEADERSHIP
SERIES MODULE 3!**

**WE WILL BEGIN SHORTLY,
IN THE MEANTIME, PLEASE
TAKE THIS BRIEF SURVEY
USING THE QR CODE.**

THANK YOU!





PARENT LEADERSHIP SERIES



Module 3

Getting it Done:

How to Make Robert's Rules of Order Work for You

Beatrice G. Fernández and Jeana Preston

WEEAC Consultants

Tuesday, October 12, 2021

Speaker/Introduction to
the work of the
Western Educational
Equity Assistance
Center
WEEAC-Region IV

- We are one of four regional Equity Assistance Centers funded by the United States Department of Education **authorized** under the Title IV of the Civil Rights Act of 1964.
- Promote equitable educational opportunities in the area of Race, National Origin, Gender, Religion, and other aspects of K-12 Education
- Services are Free or at low cost



Western Educational **EQUITY** Assistance Center

**Frances B. Miller, Principal Analyst
Western Education Equity Assistance Center
Metropolitan State University of Denver**



“Who called this meeting again?”

Agenda



Introductions

- Overview



History of Robert's Rules of Order (RRO)



Importance of Parliamentary Procedures



Making Motions and Voting



DAC/DELAC Norms

- Taking another look at ground rules



Final Thoughts on Robert's Rules of Order



Resources for Parent Leadership at Home

THE **KEYS** TO SUCCESSFUL
SCHOOL, FAMILY, AND COMMUNITY PARTNERSHIPS
EPSTEIN'S 6 TYPES OF INVOLVEMENT + TYPE 7 (XO)



TYPE 1 – PARENTING

TYPE 2 – COMMUNICATING

TYPE 3 – VOLUNTEERING AND PARTICIPATING

TYPE 4 – LEARNING AT HOME

TYPE 5 – DECISION MAKING AND ADVOCACY

TYPE 6 – CONNECTING

TYPE 7 (XO) – RELATIONSHIP BUILDING

Dr. Joyce Epstein of The Center on Families, Communities, Schools, and Children's Learning, Johns Hopkins University, developed the 6 Types framework for categorizing types of parent involvement found at effective schools.⁶

TYPES OF PARENT INVOLVEMENT



Type 5

Decision Making and Advocacy

Include families as participants in school decisions, governance, advocacy through PTAs or PTOs, school councils, committees, and other parent organizations.

-
- Awareness of parent perspective as a factor in policy development and decisions
 - Principals must overcome barriers that prevent parents from getting involved
 - View of equal status of family representatives on committees and in leadership roles
 - Shared experiences and connections with families

(Henderson & Mapp)

Who was Robert?

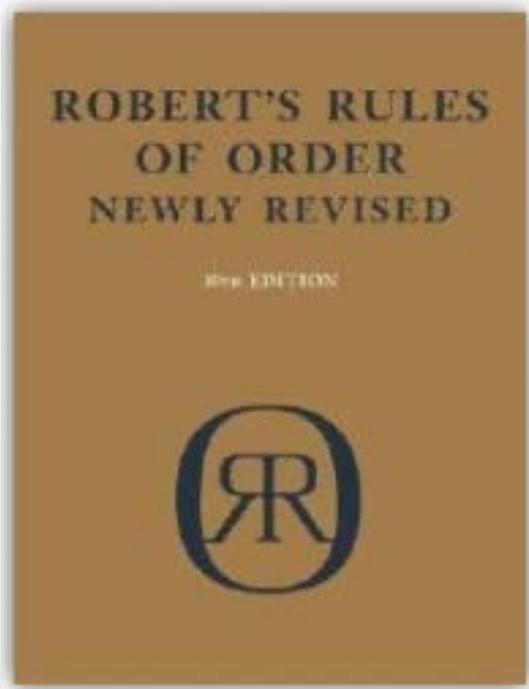
Army Major, Henry Martyn Robert, had bad experiences leading church meetings, so he decided to develop an organized and democratic method of conducting meetings.

The result was the
***Pocket Manual of Rules of Order for
Deliberative Assemblies,***
first published in 1876.



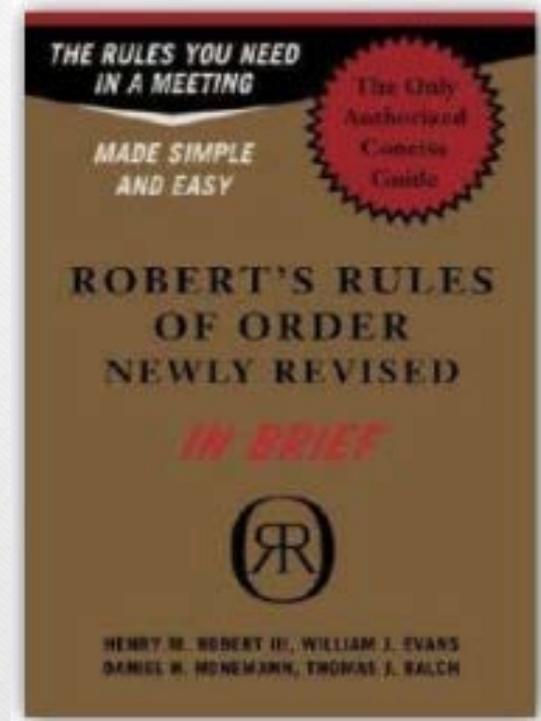
Official Robert's Rules of Order Books

704 pages



There are
TWO
official
books

198 pages



What are Parliamentary Procedures?

A set of rules for conduct at meetings that allows everyone to be heard and to make decisions with respect and without confusion.



Why use Robert's Rules of Order (RRO)?



- 80% of all organizations use RRO as their Parliamentary Procedures.
- Basic “GUIDELINES” to run a meeting.
- Make meetings efficient by setting a structure to conduct the meeting.
- Meetings are run in the same manner. No matter where the meeting is held.

What are the Basic Rights at Stake?



The rules protect:

1. The rights of the majority to make decisions
2. The rights of the minority to be heard
3. The rights of individual members



2. The Rights of the Minority

- Right to be heard and to voice their dissent
- Right to have their dissent noted in the minutes
- But, once dissent is given and vote taken, it is the decision of the collective body, even those who objected

3. Individual Member Rights



- To receive meeting notifications and attend all meetings
- To introduce and second motions
- To speak on agenda items **after** first seeking recognition of the Chair
- To vote

District Level Executive Board & Committee Members

**District
Staff/Facilitators**

Executive Board

Chair

Vice Chair

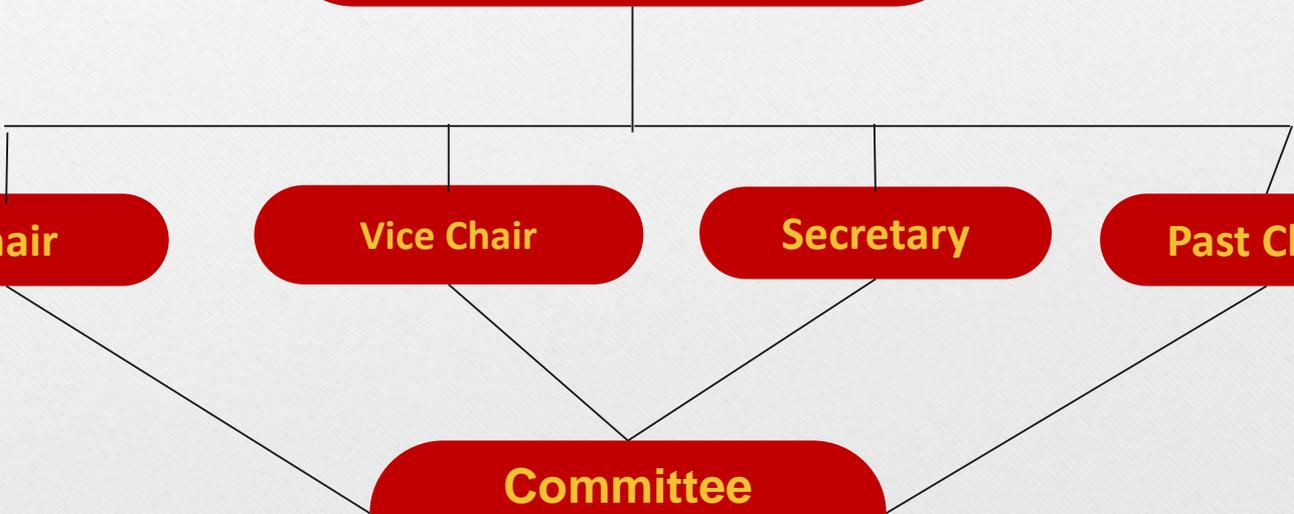
Secretary

Past Chair

**Committee
Members**

**Parliamentaria
n Timekeeper**

**Audience:
The Public**



Characteristics of the Chair

- In control of the floor
- Impartial
- Precise: restates motions before votes
- Focused: stays on track with discussions
- Temperate and composed: uses the gavel sparingly
- On time and stays on time
- Organized and Prepared: knows the rules and bylaws

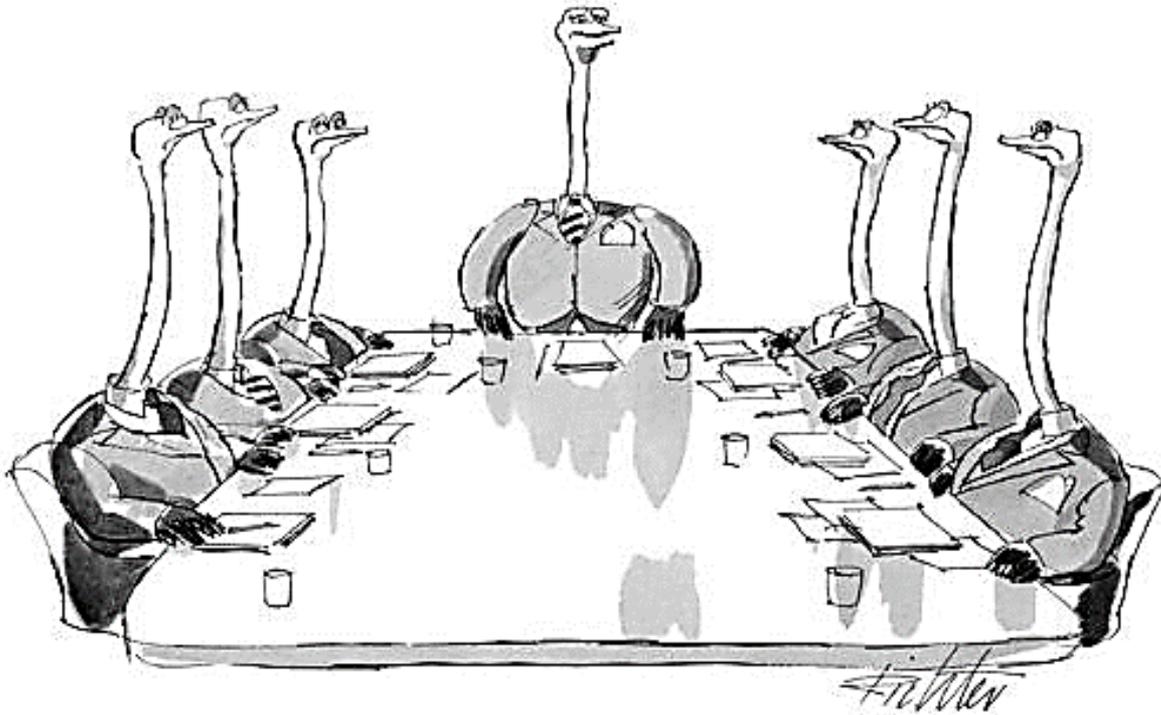


Role of the Parliamentarian

- Assists the Chair in conducting the meetings, and serves as procedural advisor to the Chair. Uses Robert's Rules of Order.
- Has knowledge of parliamentary procedures, Robert's Rules of Order, and Bylaws.
- Resolves questions of procedure, often with the help of Robert's Rules of Order.
- Usually, the Parliamentarian is appointed by the Chair and is a nonvoting member. Refer to your bylaws for specifics.



Motions



“The motion has been made and seconded that we stick our heads in the sand.”

DAC/DELAC

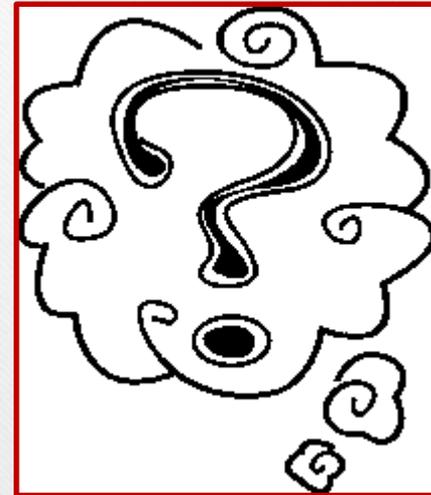
Order of Business: Agenda



- I. Meeting called to order/Introductions
(Quorum, motions made to approve agenda and minutes)
- II. Superintendent's Report
- III. District Administrator's Report
- IV. Chairperson's Report
- V. New Business** (Motions take place, must meet quorum to vote)
- VI. District Communication
- IV. Public Oral Communications
- V. Adjournment (Motion is made, quorum not needed)

What is Quorum for DAC/DELAC?

- ❖ 47 members need to be present to meet quorum for all official business
- ❖ Meeting can begin without a quorum present, but no motions or votes may be taken, except to adjourn
- ❖ Chairperson is responsible for recognizing quorum or absence of quorum



What is a Motion?



1. A motion is made to introduce items to members for their consideration and to make a recommendation to act upon it.
2. Only one motion can be made at a time.
3. A different motion can not be made while the body is already considering a prior motion.

8 Steps to Handling a Main Motion

- 1. Member asks to be recognized by the Chair.**
- 2. Chair recognizes the member by name.**
- 3. The member states the motion.**
- 4. Motion is seconded by another member.**
- 5. The motion is repeated by the Chair.**
- 6. Members discuss the motion.**
- 7. Chair restates motion and members vote.**
- 8. The Chair announces the results.**



Frequently Used Motions

1. Amend the Motion

- Used to insert or strike out words.
- Clarifies or improves the original motion.
- Must be relevant to the original motion.



2. Call for “Point of the Order”

- Demands a return to the order of business.

3. Limit/Extend Debate

- Modifies rules of debate to allow for more/less time.

4. Table an Agenda Item – Postpone agenda item

Example of an Motion

Motion

Member makes a motion: *“I move that we have a welcome back picnic!”*

Every motion requires a second : *“Second!”*

Discussion

Members Vote: *“Motion passes.”*

Note: If a motion is not seconded, the motion dies and is not recorded by the secretary in the minutes.



Example of an Amended Motion

Motion With Amendment

Motion: *"I move that we have a welcome back picnic!"*

Second: (every motion requires a second)

Discussion

Amendment: *"I move to strike picnic and replace with barbecue!"*

Second

Discussion

Vote on amendment: Chair says *"Amendment passes."*

Chair restates amended motion: *"The motion is to have a welcome back barbecue."*



Note: The final motion is recorded in the minutes. The Secretary does not record the amendment process in the minutes.

Check for Understanding

True or False

1. All motions must have a second in order to move to a discussion.
2. Motions can be made at any time during a meeting, even if a motion is on the floor.



Be Professional *Keep your Cool*



- Personal remarks in a debate are ALWAYS out of order
- Debate motions not motives
- Debate must be directed to principles and not personalities

Appropriate Meeting Conduct *the RRO Way*



- When speaking, say your name, the school you represent, and if you are the alternate.
- At large meetings, you should stand so everyone can see who is speaking.
- Remain quiet while others are speaking.
- If you want to speak, raise your hand so the Chair can recognize you.

SCENARIO FOR PRACTICING ROBERT'S RULES OF ORDER

At last month's parent group meeting, a motion to have a Halloween carnival was approved. However, there was not sufficient time to discuss details of the Halloween carnival. At today's meeting, on the agenda under unfinished business is the item: **Mandatory Halloween Costumes**. The Chair knows this will be a controversial agenda item.

There are 12 parents in attendance.

Here are the players:

Chair: Lalaine Perez

Parliamentarian: Angelica Maldonado

Member 1:

Member 2:

Member 3:

Member 4:

Member 5:

Practicing Making Motions Using Robert's Rules of Order

**There are 8 steps from start to finish to make a motion and decision.
Each step is a required part of the process.**

Steps



1. The member rises and addresses the Chair.
2. The Chair recognizes the member.
3. The member makes a motion.
4. Another member seconds the motion.
5. The Chair states the motion.
6. The Chair opens debate on the motion. Pro, con, pro, con . . .
7. The Chair puts the question to the vote. Members vote.
8. The Chair announces the result of the vote.

What to Say:

- ▶ "Chair (state name) . . ."
- ▶ "The Chair recognizes . . ."
- ▶ "I move to . . ."
- ▶ "Second"
- ▶ "It is moved and seconded to . . ."
- ▶ "Is there any discussion on the motion"
- ▶ "All those in favor of . . . say 'Aye', those opposed say 'Nay'."
- ▶ The 'Ayes' have it and the motion carries and . . . (restate what will happen)."

SCRIPT

Chair: *The next agenda item is Mandatory Halloween Costumes at the Carnival. Do I have a motion? The Chair recognizes Member 1.*

Member 1: *I move to make it mandatory that all attendees wear Halloween costumes.*

Parliamentarian: *I second the motion. (You can also just say “second”)*

Chair: *Do you want to speak to your motion?*

Member 1: *Yes. After this year and a half of the pandemic, we need to have fun at the Halloween carnival. I think it will be very festive if everyone wears costumes. We need this!*

Chair: *A motion is on the floor. According to our procedures, we have 15 total minutes to discuss this item. We will hear from four members who are in favor (pro) and four who are opposed (con), alternating persons in favor and those opposed. Each person will have up to 2 minutes to speak. Parliamentarian can you please be the timekeeper?*

SCRIPT

Parliamentarian: *Yes. I will signal you with a red card when your 2 minutes are up.*

Chair: *Member 3, I see your hand is up. Can you please stand? Thank you.*

Member 3: (in favor) *I am in favor of this motion but I have an idea. What if we open a free Halloween costume exchange so parents can come and find costumes for their children and they can also donate costumes. I am willing to organize this. (Member continues talking.)*

Parliamentarian: *Excuse me, Member 3, this is not relevant to the motion on the floor.*

Chair: *Member 2, you're opposed? Okay, please stand.*

Member 2: (opposed) *I'm concerned that not everyone celebrates Halloween and they should be able to come to the carnival not wearing costumes. Also, not everyone can afford to buy a costume. Plus, I don't like the word **mandatory**, reminds me of politics.*

SCRIPT

Chair: *No other members are speaking in favor, so we will continue with those opposed.*

Chair: *Member 4? Okay, please stand.*

Member 4: (opposed) *I am opposed to Halloween costumes. I am concerned that we may have adults who wear inappropriate costumes. Last year we had Moms dressing up as sexy nurses and sexy dental assistants. We need to set some guidelines.*

Chair: *Thank you everyone Yes, Member 5?*

Member 5: (opposed) *I move to amend the motion by striking the word “mandatory” and replacing **it** with “encouraged,” and to add “with guidelines established by the carnival committee.”*

Member 3: Second (You can also say “I second the motion”)

SCRIPT

Chair: *The motion under consideration is: to amend the motion by striking the words “make it mandatory” and replacing with “encouraged,” and to add “with costume guidelines established by the carnival committee.”*

Chair: *Is there any discussion? Seeing none we will vote on the amendment: The motion is to strike the word “mandatory” and replace with “encouraged,” and to add “with guidelines established by the carnival committee.” (The Chair has to restate the motion)*

Chair: *All those in favor. All those opposed Motion approved.*

Chair: *We will return to the motion as amended which now reads: The motion is to encourage that all attendees wear a Halloween costume with costume guidelines established by the carnival committee.*

Chair: *All in favor, say “aye”. All opposed say “nay”. . . . Motion passes.*

SCRIPT

Chair: *The Chair recognizes Member 3.*

Member 3: *I move that the committee hold a Halloween costume exchange on the Wednesday before the carnival.*

Member 4: *Second (and the process continues)*

END

Let's Debrief the Scenario. Focus on the 8 steps.

- 1. What did you learn from the scenario that you would like to share with others?**
- 2. Any other thoughts?**

Voting

The Majority Vote Rules

Ballot vote:

- Each person receives a ballot and casts a vote



Voice vote (or show of hands):

- The Chair says: All in favor say 'Aye' . . . all opposed say 'Nay'



Roll call vote:

- The Secretary proceeds through the roll call list and records each member's vote

Taking Another Look at DAC/DELAC Norms

Create an atmosphere where thoughts and perspectives can be openly shared



1. Start and end on time. 
2. Treat everyone with respect.
3. Be concise and brief with comments. 
4. Let others finish their comments without interruption. 
5. Express disagreement in terms of the ideas/issues; do not focus on individuals. 
6. Listen to understand. 
7. Assume positive intent.

Final Thoughts on Robert's Rules of Order

The most effective meetings are:

- short
- efficient
- are conducted without controversy



The use of:

- a detailed agenda, and
- Robert's Rules of Order

help to maintain order and guarantee impartiality

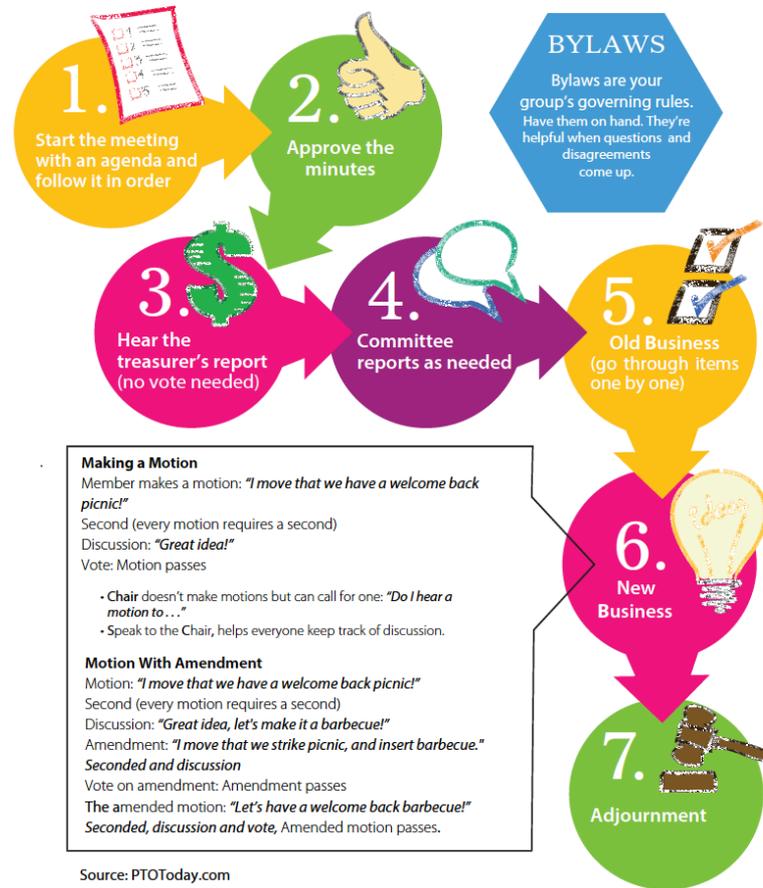
*No meeting will be fully executed according to the book,
but the closer you get, the better you will be.*



We follow a process so that decisions are not made by the person with the loudest voice in the room or by the person who talks the most.

Robert's RULES 101

Steps to keep meetings on track.



Source: PTOToday.com

8 Developmental Needs

By focusing on children’s developmental needs, you can tap into and build upon the uniqueness of each of your kids; you can give your daughter or son the connection she or he needs to have with you to grow and feel comfortable with herself or himself in the world.

Here’s what all children need from adults taking care of them:

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Think about these needs in terms of your own parenting. Feelings of doubt may occur as you reflect on your parenting –as well as at other times–but trust your instincts and your heart.

Dream along with your kids and help make their dreams come true.

Adapted from the Search Institute 40 Developmental Assets for Adolescence





Thanks for

Contributing to the

Education of Your Child!



PLEASE USE THE QR CODE
TO RATE YOUR NEW
UNDERSTANDING ON HOW TO
USE ROBERT'S RULES OF ORDER
FOR COMMITTEE MEETINGS.

Certificate of completion

To receive your certificate, click on the link and complete the requested information. Your certificate of completion will be mailed to the address provided.



<https://bit.ly/Module3Certificate>



Module 4

Getting it Done:

How to be a “*Super*” Communicator and Problem-Solver

October 26, 2021

6:00 - 8:00 pm



PARENT LEADERSHIP SERIES

Module 3

Getting it Done:

How to Make Robert's Rules of Order Work for You

October 12, 2021



Western Educational **EQUITY** Assistance Center

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Resources for Parent Leadership at Home



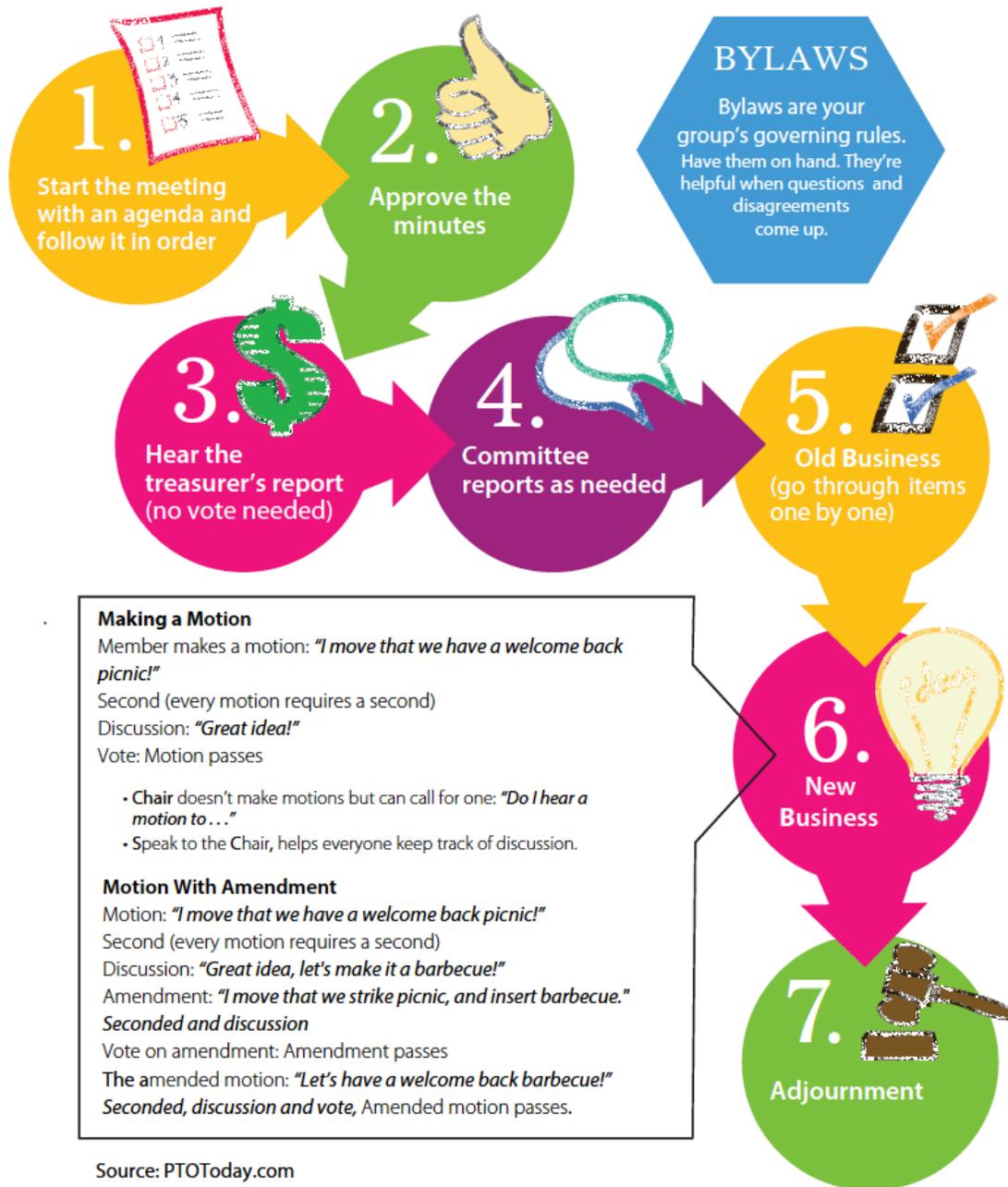
Handout 1 - Robert's Rules 101

Handout 2 - 8 Developmental needs

Handout 3 - Poster: Thank you

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Source: PTOToday.com

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