ROBERT'S RULES OF ORDER

WHAT IS PARLIAMENTARY PROCEDURE?
It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion. It is important because it's a time tested method of conducting business at meetings. Parliamentary procedures can be adapted to fit the needs of the organization. It is important that everyone knows the basic rules and follows them.

PARLIAMENTARY PROCEDURE is useless to you unless you are familiar with your Bylaws.

The best advice anyone can give you is to become familiar with the Bylaws and Policies of your organization and chapter.

BYLAWS AND POLICIES explains the members rights, limitations and qualifications, explains Officers duties to the organization and its members. Details quorum, regular meetings and special meetings. Explains the compositions, power and quorum requirements of the Board of Directors and the Executive Committee.

Your Bylaws state which one Parliamentary authority will rule your organization and that is Robert's Rules of Order for ABATE of Washington. Without parliamentary procedures in place the membership allows itself to be manipulated and deprived.

Becoming familiar with you Bylaws will let you win half of your battles merely because you have read and understand your bylaws. Knowing a little parliamentary procedure and the bylaws will make you one of the most successful members of your organization.

OBJECT AND REASON for ABATE's existence will help all members combat abuse of power and will help keep the organization focused.

GENERAL GUIDELINES;
Parliamentary Procedure is the best way to get things done at your meetings. But, it will only work if you use it properly.
1. Allow motions that are in order.
2. Have members obtain the floor properly.
3. Speak clearly and concisely.
4. Obey the rules of debate. (outlined in the bylaws and policies)
5. MOST IMPORTANTLY,   BE COURTEOUS.

ATTACHED: Robert's Rules of Order Guidelines
                    Robert's Rules of Order Basics
                    Robert's Rules of Order Motions Chart