

Notable Changes made in *Robert's Rules of Order Newly Revised* (12th ed.)
Prepared by Steve Glanstein, PRP and Karen Watson, PRP

This document contains a comprehensive list of notable changes in *Robert's Rules of Order Newly Revised* (12th ed.) ("RONR") compiled from:

- (a) those listed in the Preface in RONR ("Preface");
- (b) those distributed publicly by the authorship team; and
- (c) a comparative review of the 11th and 12th editions, including changes made in the charts, tables, and lists ("tinted pages").

Conforming or essentially stylistic changes have not been included.

The size of RONR has been reduced from 716 to 714 pages but the physical book size has increased from 4-1/16" x 6-1/2" to 4-13/16" x 7". The size of the text has also been increased. The index has been increased from 46 to 64 pages.

Please contact the authors (Stevevghi@gmail.com or KarenWatsonLincolng@gmail.com) of this document for the most up to date release.

We have also merged the 22 significant changes identified in the Preface [RONR (12th ed.), pp. xxv-xxvii] with changes provided by the authorship team, previously posted on their website: <https://robertsrules.com/wp-content/uploads/2020/08/CHANGES-IN-12TH-ED-Adopted-by-Authorship-Team-SG-v2.pdf> These changes have been identified with an "[sig]" notation at the end of the paragraph.

The following is a general summary of what we believe are most significant for practicing professional parliamentarians.

- Citations changed from page and line number to section and paragraph number.
- Footnotes changed from asterisk format to sequential numbering within each chapter.
- Text has been tightened to eliminate redundancy in several areas.
- Custom is now a rule under certain circumstances.
- The use of "not in order" has replaced "out of order" in numerous parts of the book.
- Several uses of "should" were changed to an active verb throughout the book. The use of "must" in these changes has been limited to "must" contained in the text of the book. These changes have been collectively identified with an "[*]" notation at the end of the paragraph.
- Standard Characteristic #5 for undebatable motions now provides for allowable explanation of the motion.
- More detailed guidance is now provided for the procedure of filling blanks and associated suggestions and debate.
- Motions that apply to *Appeal* may also be applied to the underlying *Point of Order*.
- The secret ballot was expanded to include an electronic form of voting under certain conditions.
- Electronic meeting sample rules have been included.

Do not cite any of these changes as rules. They serve only to direct readers to the locations in RONR where principal treatment of the changed rules may be found. Refer to the "Cite this Book" page in the front of RONR for the citation format for various rules.

CHAPTER I THE DELIBERATIVE ASSEMBLY

SECTION 2: Rules of an Assembly or Organization

1. Clarification that special rules of order are adopted separately from the bylaws and recommendation that they be printed in the same booklet with, but under a heading separate from the bylaws (2:20). [*]
2. Recommendation on documentation of Standing Rules: “As with special rules of order, it is advisable for standing rules to be printed under a separate heading in the booklet containing the bylaws, and in such a case, any enacting words such as ‘*Resolved, That*’ are normally dropped” (2:23).
3. Clarification that established custom is equal to rule if there is no contrary provision in the parliamentary authority or written rules of the organization (2:25). [*]

CHAPTER II THE CONDUCT OF BUSINESS IN A DELIBERATIVE ASSEMBLY

SECTION 3: Basic Provisions and Procedures

4. Clarification that a motion to receive a communication or committee report after it has been read is not in order (3:27 and 51:15). [*]
5. Clarification that the person addressing the chair to claim the floor (vs. should) states his name and any necessary identification when the presiding officer turns toward him and the names of the members are not generally known (3:31). [*]
6. Clarification of cases where the floor (vs. should) is properly assigned to a person who may not have been the first to rise and address the chair, including mandate on alternating the floor (3:33, 42:9). [*]
7. Clarification that chair must immediately correct an error in assignment of the floor if called to the chair’s attention by a *Point of Order* (3:34). [*]

SECTION 4: The Handling of a Motion

8. Clarification that a member (vs. should) signs a written motion if conditions make it impractical for a member offering a written resolution to read it himself (4:5). [*]
9. Clarification that seconder stands and states his name when seconding a motion in large assemblies, and especially those where nonmembers may be seated in the hall (4:9). [*]
10. Clarification that the requirement for a second is for chair’s guidance whether to state the question on the motion, thus placing it before the assembly (4:12). [*]

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11. Clarification that the chair must never admit a motion that the secretary would have to paraphrase for the record (4:18). [*]
12. Improved description or rationale of procedure for modifying the motion before the question is stated for quickly handling simple, uncontroversial changes of the type that probably would not generate debate among the members present if proposed as amendments to a pending motion (4:22).
13. Clarification that there is no debate accompanying suggestions that a motion be modified or withdrawn before being stated by the chair (4:24).
14. Clarification that the chair still has discretion to have a brief informal consultation before the question is stated provided that it does not develop into extended colloquy between members or take on the semblance of debate (4:24).
15. Clarification that the chair follows specific rules in assigning the floor (4:28). [*]
16. Requirement that debate decorum prohibits injecting personal notes into debate (4:30). [*]
17. Clarification of the general rule that except in committees and small boards, the presiding officer does not enter into discussion of the merits of the pending questions (4:31). [*]
18. Clarification that wording used in putting the question is definitive and must match the wording in the minutes (4:34). [*]
19. Clarification that the chair (vs. should) stands (except in a small boards or a committee) when putting the question (4:34). [*]
20. Clarification that the chair does not call for abstentions (4:35). [*]
21. Clarification that the chair (vs. normally should not) may not put to vote or seek the approval of a resolution, motion, or paper placed before the assembly that had not been read even once, unless permission is first obtained by unanimous consent. Clarification that the chair may initially presume there is no objection to omitting the reading if the full text has been distributed in advance (any member still retains the right to demand that it be read) (4:37n11). [*]
22. Clarification that certain items (vs. should be) are included in the chair's announcement of the result of a counted vote. Clarification that the count (vs. should be) is given before announcing the prevailing side (4:43). [*]
23. If the Chair doubts the result of a voice vote, he does not announce the result, instead (vs. should) immediately retakes the vote – strictly speaking, always as a rising vote (4:51). [*]
24. If, after a vote has been retaken as an uncounted rising vote, the chair still doubts the result, he must take the vote a third time as a *counted* rising vote (4:51). [*]

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25. Addition of rule that a motion to count a vote may itself be voted on not only by voice, but also by an *uncounted* rising vote or show of hands (4:53).
26. Removal of the approval of minutes as an example of unanimous consent (cf. 41:11 for approval) (4:61).

**CHAPTER III
DESCRIPTION OF MOTIONS IN ALL CLASSIFICATIONS**

SECTION 6: Description of Classes and Individual Motions

27. *Postpone Indefinitely* has been removed from the list of subsidiary motions that have a corresponding incidental main motion (6:9).
28. Clarification that the motion to *Adjourn*, if made when no other motion is pending, may be considered a privileged motion rather than a main motion or a main motion with privileged characteristics (6:13n5).

**CHAPTER IV
MEETING AND SESSION**

SECTION 9: Particular Types of Business Meetings

29. Refinement of the rules governing the sending of notice (the “call”) of regular meetings, including the conditions under which notice is required to be sent (9:2-4). [sig]
30. Expanded requirement of sending notice a reasonable time in advance for organizations which follow the practice of scheduling either date, hour, or place (9:2).
31. Requirement that notice must be sent a reasonable time in advance of each regular meeting that is separated by more than a quarterly time interval. Requirement that notice be sent a reasonable time in advance of a convention of delegates (9:3).
32. Recommendation that the bylaws prescribe the specific number of days’ notice required (56:34). Clarification that unless otherwise provided in the bylaws, the number of days is computed by counting all calendar days (including holidays and weekends), excluding the day of the meeting but including the day the notice is sent (9:4).
33. Computing number of days’ notice refers back to 9:4 for brevity (9:14).
34. Provision that if a matter is required to be attended to at the annual meeting, it may go over to a later session by any of the means by which a matter may be temporarily, but not finally disposed of. Clarification that any such required item of business that the assembly fails to take up before final adjournment goes over to the next regular meeting if that meeting is held within a quarterly time interval; business goes over as unfinished business or an unfinished special order (cf. 41:20) (9:23).

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35. Addition of a provision acknowledging the right of the assembly (by majority vote) to restrict or remove a previously imposed restriction on attendance at a particular meeting without also imposing the obligation of secrecy associated with executive session, including a reference to disciplinary procedures (61:6-7) (9:25).
36. Clarification of what the obligation of secrecy of an executive session does and does not entail, and how the secrecy may be lifted (9:26-27). [sig]
37. Clarification that executive session action (as distinct from debate) may be disclosed to the extent—and only to the extent—necessary to carry it out. The assembly may further lift the secrecy of action in executive session by adoption of a motion to *Amend Something Previously Adopted* (35). In making or debating such a motion, the members must be careful, if the assembly is not in executive session, to preserve the existing secrecy (9:26).
38. Addition of rule that reading and approval of the minutes of an executive session may take place in open session only if what is reported in the executive session minutes is not secret (9:27).
39. Cross reference added to additional rules regarding access to minutes and records, including those kept by boards and committees, that are protected by the secrecy of an executive session 47:36 and 49:17-19 (9:27).
40. Clarification that a committee not expressly established by the bylaws may be authorized to hold electronic meetings by an instruction adopted subsequent to its establishment, in addition to other ways listed in the previous edition (9:35).

CHAPTER V
THE MAIN MOTION

SECTION 10: The Main Motion

41. Clarification of the procedure for authorizing the introduction of a main motion proposing action outside the scope of the organization's object as defined in the corporate charter, constitution, or bylaws. The motion to authorize consideration is not debatable nor amendable, requires a 2/3 vote, and the affirmative vote cannot be reconsidered (10:26(2), 26:3).
42. Clarification of the circumstances in which the assembly may adopt an incidental main motion that conflicts with a provision of the bylaws in the nature of a rule of order (10:26(1)n1). [sig]
43. Addition of rule that an incidental main motion that conflicts with a provision of the bylaws in the nature of a rule of order in the bylaws or constitution is in order if:
 - (a) it has no continuing force and effect beyond the current session; and
 - (b) the conflicting provision in the bylaws or constitution is a provision that can be suspended.For example, it is in order, by a two-thirds vote, to adopt an agenda for the current session that differs from an order of business set forth in the bylaws (10:26(1)n1).

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44. Recognition that a special rule of order, not just the bylaws, may create a requirement of previous notice for certain main motions (10:45).
45. Instead of giving previous notice **at** a meeting, it also can be **sent** to every member with the call of the meeting. Provides that in cases where there is a duty or established custom of issuing such a call, a member desiring to give previous notice writes to the secretary alone, requesting that the notice be sent with the call of the next meeting. The secretary sends the notice with the call of the meeting at the expense of the society (10:51). [*]
46. Added cross references to examples where ratification is applicable including an electronic meeting (9:30-36) of a body for which such meetings are not authorized (10:54).
47. Added “staff” reference to list of actions which can be ratified (10:54, 10:55).

CHAPTER VI
SUBSIDIARY MOTIONS

SECTION 12: Amend

48. Clarification that the prohibition against making a motion to *Amend* that raises a question already decided applies only during the session at which the decision was made (12:13, 12:25, 12:28, 12:48, 12:63, 12:65, 12:74, 12:90). [sig]
49. Relocation and clarification of conforming amendments and multiple amendments in one motion to amend from *Division of a Question* in the previous edition (12:14-15).
50. Requires that germane amendments must be admitted (12:18). [*]
51. Provides that after words or a paragraph become part of a pending resolution, it is not in order during the same session at which that vote was taken, to make another motion to *Amend* that raises the same question of content and effect (12:25).
52. Clarification that the restrictions on revisiting motions that have inserted or added words applies to *Amend* made during the same session (12:28).
53. Clarification that separated words can be struck out by separate motions or as part of a series of amendments offered in one motion (see 12:14) (12:47, 12:48).
54. Clarification that after a paragraph, section, or version of a resolution has been substituted for another, the substituted paragraph or resolution cannot be amended during the same session (12:74, 12:90).
55. Clarified the rules relating to the device of filling blanks, to provide substantially greater guidance concerning the proper procedure to be followed in making, debating, and voting on suggestions (12:92-113). [sig]

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56. The motion to *Close Suggestions* is no longer used; it is replaced by *Previous Question*. Clarification that same rule exists if a member obtains the floor and moves the *Previous Question* before a reasonable opportunity to make suggestions has been given; the chair must call for suggestions before stating the motion for the *Previous Question* (12:101).

SECTION 13: Commit or Refer

57. Detailed clarification of Standard Descriptive Characteristics 1 and 2 for *Commit* or *Refer* (13:7(1-2)).
58. Ability of *Commit* to be adopted by a majority vote even when it includes instructions that may suspend, modify, or conflict with rules of order that would otherwise apply to committee meetings (13:8(d)).
59. Establish duty of chair to rule dilatory motion to *Commit* out of order (13:9). [*]
60. Establish requirement that recommit to the same standing or special committee (vs. should be) is voted on before other suggestions to refer a matter to standing and special committees (13:12). [*]
61. Addition of 'the rules of the assembly' as an option to permit the appointment of non-members to standing or special committees (13:15).
62. Clarification that an incidental main motion or a motion establishing a special committee may also permit a committee to act before the announcement of its membership (13:15).
63. Clarification of the rules governing motions adhering to a motion referred to a committee (13:19).
64. Clarification that no question can be referred to a committee while an undebatable appeal or point of order is pending (13:19).
65. Addition of detailed coverage of the freedom of action of a committee to which a motion is referred, and of the assembly considering the report of such a committee, as well as of debate and voting by the assembly on referred questions when they are reported by the committee. Removal of prohibition against introducing a motion to *Amend* that raises the same question of content and effect as one already decided by the assembly at the same session (cf. 12:25) (13:20-21).
66. Clarification that any orders limiting or extending the limits of debate or for the *Previous Question* are exhausted upon referral to a committee, even at the same session. However, if consideration of a question referred to a standing or special committee is resumed on the same day, members who have exhausted their right to debate on that question on that day may not debate that question without permission of the assembly (13:21).

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SECTION 14: Postpone to a Certain Time (or Definitely)

67. Clarification that business of a higher priority may delay the consideration of a postponed question due to come up as a *general order* (14:2).
68. Changed to have this motion's Standard Descriptive Characteristics 1 and 2 more closely comport with the rules relating to *Point of Order* and *Appeal*; to avoid unnecessary repetition of the rules found in **41** dealing with procedures to be followed when postponed items are taken up again [cf. RONR(11th ed.), p. 185, l. 29 to p.188, l. 8, omitted from the 12th edition] and to clarify the rules concerning the effect of postponement on motions adhering to the motion postponed and on subsequent debate and methods of voting [cf. similar change to *Commit* or *Refer* in 13:7(1-2)] (14:4(1-2) and 14:18-19). [sig]
69. Clarification of requirement that a motion to *Postpone to a Certain Time* which would have the effect of defeating a main question must either be ruled not in order or, if the motion to *Postpone Indefinitely* is in order at the time, stated as such (removed at chair's discretion) (14:9). [*]
70. Clarification that no question can be postponed while an undebatable appeal or point of order is pending (14:18).

SECTION 15: Limit or Extend Limits of Debate

71. Clarification of the varying effects that adoption of the different forms of this motion will have on the making of subsidiary motions (15:8-13, 15:19), and elimination of the distinction between motions that provide only for closing debate and those that also specify when the vote shall be taken (15:12). [sig]
72. Clarification that an order that (a) extends debate or (b) both limits *and* extends the limits of debate apply only to debate of the pending question(s) to which it is ordered (15:8).
73. Clarification that the limit on a motion to *Commit* or *Postpone to a Certain Time* under an order that provides for a time for closing debate does not apply if the time for closing debate is on a secondary motion or consecutive series of secondary motions without affecting the main motion (15:11n10).
74. Clarification that the limitation of debate to a specified length of time does not include the time consumed while the question is lying on the table, or during other interruptions unrelated to the question to which the order applies (such as consideration of orders of the day (**18, 41**) or unrelated questions of privilege (**19**)) (15:16).
75. Clarification that the term “exhausted” means “no longer applies” when applied to an order limiting or extending limits of debate (15:18).

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SECTION 16: Previous Question

76. Identification of examples of nonstandard forms by members that are treated as motions for the *Previous Question*, and treatment of the previously standard form “I demand the previous question” as a nonstandard form (16:6, 16:20).
77. Requirement that the chair (vs. should) ask if there is a second if (a) a motion for the *Previous Question* is made, (b) the chair has asked if there was an objection to closing debate, and (c) one or more members objected or tried to get the floor (16:7). [*]
78. Clearer presentation of the rules dealing with reconsideration of a vote while the *Previous Question* is in effect (16:17).
79. Improvements to the form and example for the *Previous Question* that illustrates the chair’s announcement of which pending motions it applies to in all cases (16:22-23).
80. Recommendation that the chair explain the use of *Previous Question* if the assembly is not familiar with it (16:23).
81. Elimination of chair’s use of the word “demand” or “demanded” when referring to the *Previous Question* (16:27).

SECTION 17: Lay on the Table

82. Rearrangement of the rules into a more orderly and logical sequence (17:4-12). [sig]
83. Clarification that Lay on the Table is subject to a number of incorrect uses that must be avoided (17:13). [*]
84. Recognition as a fundamental principle of parliamentary law that only a two-thirds vote can rightfully suppress a main question without allowing free debate (17:15).

**CHAPTER VII
PRIVILEGED MOTIONS**

SECTION 18: Call for the Orders of the Day

85. Recognition that when a convention adopts a program that includes an agenda for the business session together with the times for events outside of business meetings, the events outside the business meetings are not subject to a *Call for the Orders of the Day* (18:3n1).
86. Clarification that notwithstanding the nondebatable nature of the motion, a member is allowed to remind the chair of the matter to be taken up at that time (18:4(5)).
87. Clarification of the procedures for interrupting (special order) or concluding consideration of the pending question (general order) when the orders of the day are called for (18:8, 41:50, 41:54).

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SECTION 19: Raise a Question of Privilege

88. Clarification that the motion to *Raise a Question of Privilege* cannot interrupt a member who is actually speaking unless the object of the question of privilege would otherwise be defeated (19:6(3)). [*]
89. Clarification that a brief description of the situation for *Question of Privilege* is in order (19:6(5)).
90. Revision of form and example for going into executive session by raising a question of privilege (19:16-17).

SECTION 21: Adjourn

91. Clarification that an incidental motion that can wait (vs. should not) may not be entertained after a privileged motion to *Adjourn* has been made (21:6(1)). [*]
92. Clarification if the motion to *Reconsider* is made after it has been voted to adjourn and it appears to require immediate attention, the chair must then retake the vote on the motion to *Adjourn* (21:10n7). [*]

**CHAPTER VIII
INCIDENTAL MOTIONS**

SECTION 23: Point of Order

93. Clarification that the chair's ruling on a point of order cannot be reconsidered (23:2(8)).
94. Clarification that points of order that are made in connection with a continuing breach may be made anytime that the action has continuing force and effect—regardless of how much time has elapsed (23:6).
95. Clarification that a continuing breach exists if any action has been taken in violation of a rule in the bylaws protecting the secrecy of the members' votes (as on a ballot vote) instead of a violation of a rule in the bylaws requiring a vote to be taken by ballot (23:6(e)).
96. Clarification and expansion of the rules setting forth remedies for violations that have given rise to a continuing breach (23:7-9). [sig]
97. Clarification if basic member(s) right(s) have been denied that a *Point of Order* can be raised so long as the decision arrived at as a result of the vote has continuing force and effect (23:7).

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98. Clarification that A *Point of Order* can be raised on decisions that have continuing force and effect if votes were cast in violation of a fundamental principle of parliamentary law (23:8).
99. Clarification when action taken by an executive board may be declared null and void and remedial action that may be taken by an assembly (23:9).
100. Clarification that the chair's ruling on a *Point of Order* is recorded (vs. should) in the minutes (23:15). [*]

SECTION 26: Appeal

101. Clarification when voting on the *Appeal* that the question (vs. should not be) is not on "sustaining the chair"; instead, it is on sustaining the chair's decision (24:11). [*]

SECTION 25: Suspend the Rules

102. Clarification that nothing in a corporate charter can be suspended unless the charter or applicable law so provides (2:7, 25:2(2)n5, 25:7).
103. Clarification after adoption of the motion to *Suspend the Rules* that the chair (vs. should) immediately recognizes the member who moved its adoption in order to make the appropriate motion to bring up the desired business. If no further motion is necessary, the chair (vs. should) announces the business as pending (25:5). [*]
104. Clarification that a rule in the bylaws requiring a vote by ballot cannot be suspended so as to violate the secrecy of the members' vote unless the bylaws so provide (25:7)
105. Clarification that regardless of the name a rule is called, if it relates to parliamentary procedure, suspension requires a two-thirds vote (25:14).

SECTION 26: Objection to the Consideration of a Question

106. Clarification that a main motion outside of a society's objects is not in order (vs. should be ruled out of order) unless the assembly by a two-thirds vote *in the affirmative* authorizes its introduction (26:3). [*]

SECTION 27: Division of a Question

107. Clarification that several proposals for dividing a question are treated as filling the blanks; they are voted on in the order in which they were proposed unless they suggest different numbers of questions (27:4). [*]
108. Identification of new provisions relating to offering a series of amendments to something previously adopted, such as existing bylaws, in one motion (27:5, 35:5, 57:3).

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109. Clarification that a motion to *Amend Something Previously Adopted* cannot be divided if all of the individual amendments must be made (if any one of them is made). Clarified that the multiple conforming amendments (described in 12:15) also cannot be divided (27:5).
110. Clarification that the chair (vs. should) states each of the separated resolutions in full as they are considered if the motion for the division prevails (27:15). [*]

SECTION 28: Consideration by Paragraph or Seriatim

111. Clarification that a motion to consider as a whole is governed by the Standard Descriptive Characteristics of the motion to *Consider by Paragraph or Seriatim* rather than all of the rules governing the latter motion (28:5).
112. Clarification of application of both subsidiary and incidental motions during consideration by paragraph. Limitation added that it is too late to move or demand a division of the question after it has been decided to consider divisible material seriatim (28:8, 28:9).

SECTION 30: Motions Relating to Methods of Voting and the Polls

113. Clarification that incidental motions relating to voting and the polls also include those ordering a recapitulation of a roll-call vote or a recount (30:1).
114. Clarification that motions relating to voting and the polls are incidental motions, rather than incidental main motions not just when the motion or election is pending and the vote has just been taken, but including the time when the vote has just been announced (30:2).
115. Clarification that if a motion is made to close the polls when the voting has closed naturally, the chair can treat the motion as a unanimous-consent request and declare the polls closed. In any case, a formal motion to close the polls (vs. should not) may not be recognized until all have presumably voted (30:9). [*]
116. Notation of a reference error in the book. States, "See 30:3(2)n14, which also applies to these motions." Should read, "See 30:3(2)n13, which also applies to these motions" (31:2(2)).

SECTION 31: Motions Relating to Nominations

117. Addition to the summary of the order in which different suggested methods of nominating are voted on, to include nominations by petition (31:3).
118. Clarification of requirement that the chair inquires whether there are any further nominations if nominations are made by a committee or from the floor (31:4). [*]

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119. Addition of a rule that the closing of nominations does not limit the making of further nominations at a later session at which the election is held (see also 46:6 requiring the chair to ask for further nominations at a later session) (31:6, 46:6, 46:18).

SECTION 33: Requests and Inquiries

120. Clarification that while a member may act contrary to the opinion of the chair in response to a parliamentary inquiry in order to set up an appeal from an adverse ruling on that action, that does not mean that the action itself is one the member has a “right” to do (33:5).

CHAPTER IX
MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

SECTION 34: Take from the Table

121. Clarification of the rules that impose time limits on taking questions from the table and the rules setting forth the status of motions taken from the table (34:3, 34:6). [sig]
122. Clarification that a motion laid on the table in an organization where the term of all or a specified portion of the assembly’s membership expires before the start of the next regular session (e.g. as may happen in a board or an elected legislative assembly), then the rule is the same as though more than a quarterly time interval will have elapsed—that is, a question can be taken from the table only until the end of the same session at which it was laid on the table (34:3n1).
123. Clarification that a member who has priority to the floor to make the motion to *Take from the Table* (vs. should) is assigned the floor by the chair even if another member rose first or a new motion was made but not yet stated (34:4). [*]
124. Clarification that if an amendable motion is taken from the table at a later session, motions to amend it may be made without regard to whether or not the same or similar motions to amend it were either adopted or rejected during any previous session (34:6n2).

SECTION 35: Rescind, Amend Something Previously Adopted

125. Identification of new provision that this motion may include several amendments to previously adopted text by means of a single incidental main motion, including rules when it may be divided (10:25 and 27:5) (35:5).

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SECTION 37: Reconsider

126. Insertion at the beginning of the section of a summary of the rules relating to reconsideration of votes (37:2-8), followed by a substantial rearrangement of the order in which the rules in this section are discussed (37:10-18). [sig]
127. Clarification that the reconsideration process involves three stages, (a) making the motion to *Reconsider*, (b) considering it, and (c) placing the relevant motions before the assembly, if *Reconsider* is adopted (37:4-7).
128. Clarification that chair must retake vote on adjournment after it is voted to adjourn if a member rose and addressed the chair prior to the declaration for the purpose of making the motion to *Reconsider* (37:9(1)(a)). [*]
129. Clarification that the motion to *Reconsider* may not be applied to an election that has become final as provided in 46:46 (37:9(2)(g)).
130. Addition of rule that *Reconsider* may not be applied to a vote on a motion when practically the same desired result can be obtained by some other parliamentary motion that can be adopted by a majority vote without previous notice (37:9(2)(h)).
131. Addition of rule that members present at the time who did not vote in favor of a motion that was lost where the negative vote was not taken [because it was intrinsically irrelevant (see 44:9(a))] qualify to move to reconsider (37:10(a)).
132. Clarification that passage of a motion to reconsider adoption of the *Previous Question* (16:16) or of *Objection to the Consideration of a Question* (26:6) is deemed to have resulted in the reversal of the original vote on those motions (that is, the *Previous Question* is deemed defeated or the objection is deemed overturned) without taking another vote (37:19n6).
133. Clarification that if reconsideration of a vote taken on an amendable motion takes place during a later session, motions to amend the motion being reconsidered may be made during its reconsideration without regard to whether or not the same or similar motions to amend it were either adopted or rejected during any previous session (37:19n6).
134. Clarification that the chair (vs. should) asks whether the member was present at the time of the vote if a member moves to *Reconsider* the vote on a resolution that was adopted by unanimous consent (37:38). [*]
135. Clarification that, in single meeting sessions, the motion to *Reconsider and Enter on the Minutes* is in order only when final decision on the question could, if necessary, wait until the next regular meeting, or when an adjourned or special meeting to take it up is a practical possibility (37:51). [*]

Notable Changes made in *Robert's Rules of Order Newly Revised* (12th ed.)
Prepared by Steve Glanstein, PRP and Karen Watson, PRP

SECTION 39: Dilatory and Improper Motions

136. Clarification of restriction that no motion can be introduced that is outside the object of the society as defined in the corporate charter, constitution, or bylaws unless authorized by a two-thirds vote (39:7).

CHAPTER XI
QUORUM; ORDERS OF BUSINESS AND RELATED CONCEPTS

SECTION 41: Order of Business; Orders of the Day; Agenda or Program

137. Clarification that even when listed on a convention program, events outside business meetings are not themselves orders of the day, and hence are not subject to a *Call for the Orders of the Day* (18:3n1, 41:2n2).
138. Clarification that in addition to being corrected before approval, draft minutes may be referred to a committee, or their approval may be postponed to a certain time (41:11n3).
139. Relocation of rules regarding secretary's draft of the minutes from **48**, including notation that the draft must be clearly marked (41:12).
140. Clarification that a subject (vs. should not) may not be taken up under Unfinished Business and General Orders unless it has acquired such status from one of the processes listed in 41:23 (41:26). [*]
141. Clarification that when the time for a general order arrives and, if in order at the time, the chair announces it as pending business (41:49). [*]
142. Clarification that a motion to extend the time for considering the pending question is in order when the time arrives for taking up a topic in the agenda (41:65). [*]

CHAPTER XII
ASSIGNMENT OF THE FLOOR; DEBATE

SECTION 42: Rules Governing Assignment of the Floor

143. Clarification mandatory wording whenever the floor can be granted only for limited purposes and the chair is not certain the member understands that fact, the chair, before recognizing the member, asks, "For what purpose [...]" (42:3). [*]
144. Clarification that the chair must not treat a motion called out by anyone who has not obtained the floor as properly moved if another member, by rising promptly and claiming the floor, shows that unanimous consent has not been given (42:4).
145. Provision that there are a number of purposes for which a member who has been assigned the floor may be interrupted by another member entitled to preference in recognition. They include giving previous notice of a motion or moving to *Reconsider* or *Reconsider and Enter on the Minutes* if there may be no other opportunity (42:7).

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146. Removal of implied preference in recognition to give previous notice when a debatable question is immediately pending, with exceptions provided in another section (42:9, 10:48).
147. Clarification (vs. should) that the chair lets the floor alternate, as far as possible, between those favoring and those opposing a measure when the chair knows that persons seeking the floor have opposite opinions on a question (42:9, 3:33). [*]
148. Clarification that whenever an undebatable question is immediately pending, the maker of the motion has no preference to the floor (42:12).
149. Clarification when a member has been assigned to offer a motion which a special meeting was called to consider, or an important prearranged main motion at any meeting, that member is entitled to prior recognition and no other members are permitted (vs. should be) to intervene in an effort to offer another motion in competition (42:13(1)). [*]
150. Clarification when a desired object requires a series of motions, each of which is moved while no question is pending, then, after disposing of one motion in the series, the next motion in the series has the right of way, and the chair (vs. should) recognizes the member who is presenting the series, even if another member has risen and addressed the chair first (42:13(2)). [*]
151. Clarification when no question is pending, a member seeking to make a motion for which previous notice has been given has preference in recognition (42:13(4)(f)). [*]

SECTION 43: Rules Governing Debate

152. Clarification if a member has exhausted the number of permitted speeches and still seeks recognition, the chair (vs. should) grants limited recognition (43:12n5). [*]
153. Clarification that if, while a member is speaking in debate, another member desiring to ask a question, (vs. should) rises and addresses the chair (43:22). [*]
154. Clarification that the presiding officer (vs. should) relinquishes the chair under certain circumstances and (vs. should not) may not return to it until the pending main question has been disposed of (43:29). [*]
155. Restatement in this section (as explained in **4**, The Handling of a Motion) that making of a motion of any kind—whether debatable or undebatable—may be prefaced, when necessary, by a few words of explanation, which must not become a speech; or a member can first request information, or briefly indicate the substance of a desired proposal and ask for the chair's assistance in wording an appropriate motion (43:31).
156. Emphasis that especially in large assemblies, the chair must be careful not to allow consultation without a motion to develop into an extended colloquy between members or to take the semblance of debate, and should generally remain standing during the consultation to show that the floor has not been assigned (43:32). [*]

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157. Emphasis that the chair must not (vs. generally should not) permit informal consultation to continue more than a few moments or longer than is reasonably necessary to arrive at a motion embodying the member's ideas (43:33). [*]

CHAPTER XIII
VOTING

SECTION 44: Bases for Determining a Voting Result

158. Emphasis when determining whether a question has obtained a two-thirds vote, the chair takes (vs. should take) a rising vote (or a show of hands in a small assembly if nobody objects). It is the chair's duty (vs. should) to obtain a count whenever he is in doubt regarding the result (44:5). [*]
159. Clarification that when determining a voting result is based on the number of members present, the negative vote is not taken because it is "intrinsically irrelevant to determining whether the motion is adopted (See 4:35)" (44:9(a), 4:35).

SECTION 45: Voting Procedure

160. Clarification of time period when interruption of voting is prohibited: from the time that any member has actually voted until all have presumably voted, unless as sometimes occurs in ballot voting, other business is being transacted during voting (45:6).
161. Clarification that a member may not change the member's vote when the vote has been taken by ballot or some other method that provides secrecy (45:8).
162. Requirement that the vote on a motion to order a count on a voice vote, rising vote, or vote by show of hands is voted on by voice vote, or by an uncounted rising vote or show of hands (45:14, 4:53).
163. Identification that a secret ballot now includes a vote taken by instruments, such as slips of paper or electronic devices with requirements that members can indicate their choices without revealing how individual members have voted and on a ballot vote in an election or other vote involving multiple possible choices, members are able to write in or fill in a vote for any eligible person or choice and are not confined to voting for or against candidates that appear on the ballot (45:18, 45:23).
164. Clarification that a ballot requirement in the bylaws cannot be suspended to take the vote by a "nonsecret" method (45:20).
165. Clarification that when a vote is taken by ballot, no action is in order that would force the disclosure of a member's vote or views on the matter (45:21)
166. Clarification that "for" and "against" spaces (vs. should not) may not be used in elections (45:25). [*]

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167. Clarification that the tellers' reports follow a specific format (45:37). [*]
168. Clarification that the tellers' report (vs. should not) does not include the number of members eligible to vote nor the number abstaining (45:39). [*]
169. The tellers' report is entered in full in the minutes. Under no circumstances (vs. should) may this be omitted in an election or in a vote on a critical motion out of a mistaken deference to the feelings of unsuccessful candidates or members of the losing side (45:40). [*]
170. Clarification that tellers place ballots and tally sheets in the custody of the secretary unless the voting body adopts an incidental main motion directing otherwise (45:41).
171. Clarification that a "motion to order a recount after the vote has just been taken or announced is an incidental motion (see **30**); if the motion is made a later time, it is an incidental main motion" (45:41).
172. Recognition of circumstances in which use of electronic devices such as voting keypads can fulfill a requirement that voting be by ballot (45:42). [sig]
173. Addition of considerations for preparing for a meeting using electronic or machine voting (45:43).
174. Clarification when a roll call vote is taken that a record of how each member voted as well as the result (vs. should) is entered in full in the journal or minutes (45:52). [*]
175. Clarification when the roll is called of entire delegations in large conventions and the secretary, when calling for the votes of a delegation, (vs. should) uses specific wording (45:53). [*]
176. Clarification that certain mail ballot processes are required rather than "should" be followed (45:58). [*]
177. Mandate that returned mail ballots received by the addressee (vs. should) are held in the outer envelopes for delivery, unopened, at the meeting of the tellers where the votes are to be counted (45:60). [*]
178. Clarification of specific placement of ballots and redistribution of ballots in favor of a candidate in preferential voting (45:66). [*]

**CHAPTER XIV
NOMINATIONS AND ELECTIONS**

SECTION 46: Nominations and Elections

179. Addition of provision that unless the bylaws or a special rule of order provides otherwise, the chair must call for further nominations at the session at which the election is held even if nominations were called for at a previous session (46:6, 46:18).

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180. Addition of provision that nominations do not require recognition by chair unless a member wishes to speak in debate at the same time (46:6).
181. Addition of provision that nominations for all offices may be followed by a single election for all offices. Alternatively, nominations may precede each election. This procedure may follow custom or it may be decided by a motion if there is no rule on the subject (46:19).
182. Addition of provision that when it appears no one wishes to make a nomination from the floor, the chair (vs. should) again asks whether there are further nominations (46:20). [*]
183. Addition of new provisions regarding debate on nominations (46:27-29). [sig]
184. Addition of new provisions. Nominating and seconding speeches require recognition while the floor is open for nominations. The member recognized can (a) nominate, (b) nominate and speak in debate, or (c) speak in favor of a candidate previously nominated. Cautionary note added regarding personal criticisms or attacks of a nominee (46:28).
185. Recognition that some organizations have rules that provide for nominating debate at a different time or in a different manner (46:29).
186. Clarification that custom prevails in the absence of a rule establishing the method of voting unless the assembly adopts a motion to do otherwise (46:30). [*]
187. Clarification that when a candidate is absent and elected to more than one office on a single ballot, the debatable question regarding which office to assign to the candidate is decided by a majority vote taken by ballot (46:31(1)).
188. Clarification of majority vote calculation regarding election of members of a board or committee in which votes are cast in one section of the ballot for multiple positions (46:33).
189. Clarification of procedure when there are multiple positions to be filled on a board or committee, candidates are tied, and there are other nominees not yet elected. Repeated balloting is done to fill the remaining position(s) (46:33).
190. Clarification of procedure when there are multiple positions to be filled with different terms (such as when terms are staggered) and the different terms are not assigned separate positions on the ballot. The longer terms are allocated among those receiving a majority vote in the order in which they obtain the greater numbers of votes. If there's a tie, the tied candidates may agree which of them will take a longer term; if they do not agree, the question is put to a vote on the next ballot (46:34).
191. Recommendation that when bylaws provide for election by mail ballot, they should provide for a method of selection if there is a tie (46:36).
192. Clarification that the secretary (vs. should) records the votes and repeats them for accuracy in a roll-call election (46:42). [*]

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193. Addition of more detailed provisions governing the completion of an election and its relation to filling a vacancy in office (46:44-45). [sig]

CHAPTER XV
OFFICERS, MINUTES AND OFFICERS' REPORTS

SECTION 47: Officers

194. Clarification when a motion is made that is not in order then the presiding officer may avoid a ruling by suggesting an alternative that is in order which the maker agrees to offer instead (47:7(4)).
195. Clarification if the president for any reason vacates the chair or is absent, the vice-president or first vice-president (vs. normally should) takes the chair, except under specific circumstances (47:11(1)). [*]
196. Clarification if neither the president nor any vice-president is present, the secretary—or in the secretary's absence some other member—calls the meeting to order, and the assembly (vs. should) immediately elects a chairman pro tem to preside during that session (47:11(3)). [*]
197. Clarification that the motion regarding the appointment of an invited temporary or professional presiding officer is a question of privilege affecting the assembly and an incidental main motion (47:13).
198. Recommendation provided for presiding officers to read *Robert's Rules of Order Newly Revised In Brief* including certain sections and parts of this book (47:15).
199. Clarification that the presiding officer must not permit members to press on so rapidly that the parliamentary steps are abridged or go unobserved. When a motion is made, he must not recognize any member or allow anyone to speak until the motion is seconded (where that is required) and he has stated the question (47:16). [*]
200. Clarification of the rules relating to the office of vice-president and incorporated relevant provisions previously found only scattered elsewhere throughout the book (47:23-31). [sig]
201. Addition of rule if the president has prepared a report but cannot attend the meeting at which it is to be presented, the vice-president should present it for him. But the vice-president cannot modify the president's report, or substitute a different one for it, simply because the president is absent (47:27).
202. Clarification that in the event of the president's resignation, death, or removal, the vice-president automatically becomes president for the remainder of the term, unless the bylaws expressly provide otherwise for filling a vacancy in the office of president (see also 56:32) (47:28).
203. Clarification that, in the case of an automatic promotion due to the resignation, death, or removal of the president or one or more vice-presidents (unless the bylaws expressly

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provide otherwise), the vice-president cannot decline to take the higher office to which he has been automatically promoted; if unable or unwilling to carry out the duties of the new office, his only recourse is then to submit his resignation, upon the acceptance of which he will no longer hold either office (47:29).

204. Clarification that the secretary's duty includes sending any required notice of each meeting, also known as the *call* of the meeting (47:33).
205. Clarification that a secretary pro tem must be elected in the absence of the secretary (47:34). [*]
206. Identification that the secretary (vs. should) records the received date on written reports from board or committees (47:35). [*]
207. Clarification regarding members' rights to examine certain reports and the records book(s) in 47:33(8). Addition of rule that members are free to share their contents with others, except for any content protected by the secrecy of an executive session that has not been lifted (see 9:26). Same principle applies to members of boards or committees (47:36).
208. Identification when a committee requires certain records for the proper performance of its duties, the secretary (vs. should) turns them over to the committee chairman—after consultation with the president in any case where he or she is in doubt (47:36 and 50:19). [*]
209. Identification that the president (vs. should not attempt) may not give orders to the executive secretary independently unless the bylaws so authorize; in the absence of such a provision, the executive secretary receives his direction from the board or executive committee (47:45). [*]

SECTION 48: Minutes and Reports of Officers

210. Clarification of the portion which deals with minutes (48:1-15) to more clearly present the various procedures for their approval (48:9-13); to state how an assembly may specify the inclusion of different information than that prescribed by this book, either for a particular meeting or on a regular basis (48:3); to more clearly identify those occasions when the number of votes on each side of a question is to be recorded [48:5(2)]; to provide that the secretary may include as an attachment committee reports that the assembly has ordered to be entered in [48:5(5)]; and to describe how corrections made to previously adopted minutes are recorded (48:15). [sig]
211. Clarification that minutes must never reflect the Secretary's opinion (48:2). [*]
212. Identification that the modification of the rules governing what is regularly to be included in the minutes requires the adoption of a special rule of order, although a majority vote may direct the inclusion of specific additional information in the minutes of a particular meeting (48:3).

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213. Identification that the following information is now mandated in the minutes: (a) When a count has been ordered, the number of votes on each side (vs. should be) is entered (unless the vote was on a motion that would not otherwise be entered in the minutes). (b) The full tellers' report is entered when voting by ballot. (c) In a roll call vote, the names of those voting on each side and voting "present" as well as the total number in each category are entered (enough names must be recorded to confirm a quorum was present) (48:5(2)). [*]
214. Clarification that the proceedings of a committee of the whole or a quasi committee of the whole are not (vs. should not be) entered in the minutes (48:5(3)). [*]
215. Clarification when a question is considered informally, the same information is (vs. should be) recorded as under the regular rules (48:5(4)). [*]
216. Identification when a committee report has been ordered to be "entered in the minutes", a copy of it may alternatively be attached to the minutes (48:5(5)).
217. Identification that a motion to "dispense with the reading of the minutes" is not a request to omit their reading altogether; it can be made at any time while the minutes are actually pending for approval regardless of whether the minutes have already been read or corrected in some respect (48:11).
218. Identification that if the minutes are approved with corrections, the secretary should prepare a fully corrected version and distribute copies to the members as well as placing it in the minute book (As noted in 48:4(5) all such corrections should be incorporated in the minutes to which they pertain, and not in the minutes of the meeting making the corrections.) (48:14).
219. Identification that when minutes are corrected after their approval; the content of the original minutes must not be altered although it may be advisable for the secretary to make a marginal notation indicating the corrected text or referring to the minutes of the meeting at which the correction was adopted. The minutes of the latter meeting must include the full text of the motion to *Amend Something Previously Adopted*, which necessarily includes all information required to construct an accurate record of the actions taken at the earlier meeting (48:15).

CHAPTER XVI
BOARDS AND COMMITTEES

SECTION 49: Boards

220. Clarification that an ex officio officer without an obligation to participate is not counted as part of the quorum or as part of the required quorum of the board (49:8).
221. Clarification that an ex-officio board member who is also ex officio an officer of the board, has the obligation to serve as a regular working member and is therefore counted in the quorum (49:8).

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222. Identification of change in the notice requirement for a board meeting from “every board member has been notified” to a requirement that every board member “has been sent any required notice” (49:16).
223. Clarification that additional notice is not required for an adjourned meeting of the board unless adjourned to meet at the call of the chair rather than a specific time (49:16n2).
224. Clarification that board members are free to share the content of minutes with others, except for any content protected by the secrecy of an executive session that has not been lifted (see also 9:26-27) (49:17).
225. Clarification of procedures for making minutes of a board available to others who are not board members (49:17-19). [sig]
226. Identification that the board can order that any specified persons be permitted to view or be furnished with copies of the minutes of board meetings other than executive sessions by a majority vote. The vote for making minutes of executive sessions available is the same as a motion to *Amend Something Previously Adopted* (49:18).

SECTION 50: Committees

227. Identification of requirement when appointment by adoption of a motion naming members of a committee includes names and other names are proposed, all of the names (vs. should) are treated as nominations and (vs. should) are voted on as in the case of an election (50:13(e)). [*]
228. Clarification that *it is the duty of the secretary* of the society to see that all persons appointed to a committee are notified, and to furnish a list of the members of the committee to its chairman or, in the chairman’s absence, to some other authorized committee member (50:19). [*]
229. Establishment of standard for consultation with president regarding the applicability of a committee’s request for information, instructions, and referred papers (50:19 and 47:36). [*]
230. Establishment of the right of two members of a committee to call a committee meeting if they believe that the chairman has failed to call this initial meeting or any subsequent meeting when necessary (50:21).
231. Provision that if a committee meeting adjourns without appointing a time for another meeting, any method in 50:21 can be used to call the adjourned meeting (50:22).
232. Provision that a parent assembly by majority vote may require a committee to operate as a full-scale assembly such that rules for small boards do not apply to its proceedings (50:26).

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SECTION 51: Reports of Boards and Committees

233. Clarification that a motion must be seconded if arising out of a committee report presented by a non-member of the assembly or if made separately by a member of the assembly (51:12). [*]
234. Identification of expanded authority of chair to assume a motion arising out of a report (51:12).
235. Clarification that a motion to “receive” a report that has already been read is not in order (51:15 and 3:27).
236. Clarification of the procedure when (a) the order of business makes no provision for committee reports, (b) no business is pending, (c) the committee chairman or other reporting member informs the assembly that the committee wishes to make a report, and (d) there is an objection or other doubt regarding the reception of a report. The chair asks if there is a motion to receive the report or assumes the motion. The motion to receive a committee report under these circumstances is neither debatable nor amendable. If rejected, the motion to receive at a later time is an incidental main motion (51:28).
237. Clarification when a resolution is previously referred to a committee and the committee has a report, the reporting member (vs. should) hands to the chair or the secretary a copy of the resolution that was turned over to the committee (51:39). [*]
238. Clarification when a resolution and one or amendments were pending when referred to a committee, the report (vs. should) states the committee’s recommendations first on the secondary amendment, then on the primary amendment, and finally on the resolution (51:43). [*]
239. Clarification when the nominating committee report consists of a written list of candidates for office, no vote (vs. should be) is taken on the nominating committee’s report (51:55). [*]
240. Clarification when a minority report is to be presented, the chair (vs. should) calls for it after stating the appropriate question on the committee report unless somebody objects. If there is an objection, the chair (vs. should) puts the question on receiving the report (51:69). [*]

SECTION 52: Committee of the Whole and Its Alternate Forms

241. Clarification in a committee of the whole, its secretary (vs. should) keeps a temporary memorandum of the business it transacts, but the committee’s proceedings are not entered in the minutes of the assembly. Those minutes (vs. should) carry only the same kind of record of the referral to a committee of the whole, the committee’s report, and the assembly’s action on the report, as if the committee had been an ordinary one (52:7). [*]

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242. Clarification that the motion to rise in committee of the whole requires a second, is neither debatable nor amendable, and requires a majority vote (52:9).
243. Clarification if a committee of the whole rises to request instructions before completing its work, the nature or wording of the request (vs. should) needs to be agreed to before the motion to rise is made (52:15). [*]
244. Clarification that the assembly's secretary (vs. should) keeps a temporary memorandum of the business transacted in a quasi committee. The minutes of the assembly carry only a record of the report from the quasi committee and the action taken (52:21). [*]
245. Clarification that in a quasi committee of the whole, adoption of motions that would be in order in a real committee of the whole do not automatically put an end to proceedings in quasi committee of the whole (52:22).

CHAPTER XVII
MASS MEETINGS; ORGANIZATION OF A PERMANENT SOCIETY

SECTION 53: Mass Meetings

246. Provision that the vote required for adoption of standing rules of a mass meeting also applies to the amendment or rescission of the standing rules, i.e. are similar to standing rules of a convention (53:8).
247. Clarification that after an election in a mass meeting, the secretary (vs. should) sits near the chairman and keeps a record of the proceedings of a mass meeting (53:13). [*]
248. Clarification that the chair of a mass meeting, upon observing a committee return to the room in the absence of a recess, (vs. should) asks whether a committee appointed to draft resolutions is prepared to report (53:23). [*]
249. Clarification that the chair of a mass meeting (vs. should) declares the meeting adjourned when the motion to adjourn is adopted and no time is set for another meeting. This announcement, in effect, declares the assembly dissolved (53:31). [*]

SECTION 54: Organization of a Permanent Society

250. Clarification that the chair (vs. should) calls for a rising vote and, if necessary, directs that a count be made if in doubt of a vote on the motion to adopt the bylaws in the organization of a permanent society (54:20). [*]
251. Clarification that the secretary pro tem in a recess to enroll members in an organization of a permanent society (vs. should) records and gives receipt for payment received from members until the treasurer is elected and takes office (54:21). [*]

**CHAPTER XVIII
BYLAWS**

SECTION 56: Content and Composition of Bylaws

252. Clarification of an example where a superior body limits the size of subordinate units, the bylaws of the subordinate may not contain a higher limit (56:7). [*]
253. Identification when the bylaws specify the number of years in a term of office, the actual term of office may be more or less than a whole number of calendar years owing to permissible variation in the dates on which successive elections are scheduled (56:27). [sig]
254. Clarification regarding calculating the number of days' notice (56:34, 9:4).
255. Recommendation that when assemblies meet only once a year, the bylaws should specify a minimum number of days' in advance for notice of proposed bylaws amendments (56:53).
256. Clarification, with respect to Principle of Interpretation 6, that failure to mention evidently improper things in a prohibition or limitation does not mean those evidently improper things are thereby permitted (56:68(6)).

SECTION 57: Amendment of Bylaws

257. Identification of the process of using a single motion to manage a series of isolated changes to the bylaws needed to achieve one end including rules regarding divisibility of the motion (57:3, 27:5, 35:5).
258. Clarification that a *revision* of the bylaws is in order only when prepared by a committee that has been properly authorized to draft it either by the membership or by an executive board that has the power to refer such matters to a committee (57:5). [sig]
259. Identification that a proposal to substitute a new set of bylaws that is submitted by anyone other than such an authorized committee is not improper but it is not a *revision* as described in 57:5. In such a case, only changes within the scope of those contained in the proposal to substitute can be considered in the same manner as described for isolated changes in 57:4 (57:5n2).
260. Clarification that the motion to rearrange the order of consideration of bylaw amendments from the default of least to most inclusive amendments requires a second, is not debatable, is amendable, and requires a majority vote (57:6).
261. Clarification that all bylaw amendments of which notice was given (vs. should be) are entitled to be considered, as a matter of the rights of their proposers, and a bylaw amendment is not dropped simply because it would conflict with one previously adopted (57:7). [*]

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- 262. Removal of the prior rule that when notice has been given of a bylaw amendment it becomes a general order for the meeting at which it is to be considered (57:14).
- 263. Clarification that the secretary or a committee (vs. should) would adjust designations of later captions, headings, article, section or paragraph numbers, etc. necessitated by an amendment to the bylaws even if not specifically provided (57:19). [*]

**CHAPTER XIX
CONVENTIONS**

SECTION 58: Conventions of Delegates

- 264. Identification of additional basic convention-related provisions that should be in bylaws to specify when, how, and to whom the call of the convention is sent (58:6).
- 265. Clarification that when properly and officially notified, the convention's presiding officer and other officials have a duty to enforce binding instructions given to the delegation (58:21). [*]

SECTION 59: Organization of a Convention of an Established Society

- 266. Clarification in a convention, the Credentials Committee, Committee on Standing Rules, and the Program Committee reports (vs. should) are concluded by the reporting member stating, "by direction of the committee" followed by the appropriate motion (59:12 and 59:25). [*]
- 267. Clarification that the Credentials Committee report (vs. should) now contains specific information and is handed to the chair (59:23). [*]
- 268. Clarification that the Credential Committee's master roll must be maintained at all times in such a way that their exact number can be promptly determined (59:26). [*]
- 269. Identification that the base number of what constitutes the quorum of a convention is a majority of those actually registered at the convention as in attendance (as opposed to including those who may have pre-registered but did not actually attend) (59:26).
- 270. Clarification of the procedure to be followed for presentation and adoption of convention standing rules (59:30-34). [sig]
- 271. Clarification that convention standing rules are read in their entirety unless they are substantially the same as those adopted in the last few conventions and every delegate has been provided with a copy prior to or when registering at the convention (59:30).
- 272. Clarification that any voting member of a convention still has the right to have the proposed rules read by the chair or secretary if they were not read by the committee chairman or other reporting member (59:31).

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273. Clarification that any additional rules proposed during the consideration of the proposed convention standing rules (or later) are acted on separately after the committee's proposals have been voted on (59:32).
274. Clarification that the chair may omit the reading of proposed convention standing rules while putting them to a vote subject to a requirement that any proposed convention standing rule (or amended rule) that has not been read once (vs. should) is read upon request by a delegate (59:33).
275. Clarification if a resolutions committee recommends amendments to a resolution and the members do not have reproduced copies, then the chair (vs. should) reads it before stating the question on the amendment (59:81). [*]

SECTION 60: Conventions Not of a Permanent Society

276. Clarification of mandatory procedures for calling the meeting to order, and appointing various committees in conventions not of a permanent society (60:3). [*]

**CHAPTER XX
DISCIPLINARY PROCEDURES**

SECTION 61: Discipline of Members and Guests

277. Clarification that the chair (vs. should) clearly states the breach involved in persistent cases of indecorum by an offender who had the floor (61:11). [*]
278. Clarification that chair (vs. should) directs the secretary to take down objectionable or disorderly words used by a member in cases of obstinate or grave breaches of order (61:12). [*]
279. Clarification that an offending member must be allowed to present his defense briefly before being required to leave the hall during the consideration of his penalty (61:16). [*]
280. Clarification if any disciplinary action is to be taken after a formal disciplinary trial before the committee, the committee is required to report its findings and recommendations to the assembly for action (61:22). [*]

SECTION 62: Removal from Office and other Remedies

281. Identification that provides an expanded explanation of the procedure for making and enforcing points of order and appeals in the subsection *Remedies for Abuse of Authority by the Chair in a Meeting* (62:2-7). [sig]

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SECTION 63: Investigation and Trial

- 282. Clarification that neither the society nor any member has the right to make public any information obtained through such investigation; if it becomes common knowledge within the society, it (vs. should not) may not be revealed to any persons outside the society (63:2). [*]
- 283. Clarification of certain steps in a disciplinary process that must be followed in the absence of any other provisions (63:7). [*]
- 284. Clarification that nonmembers who consent to testify can be brought in as witnesses in a trial; such a witness (vs. should be) is allowed in the room only while testifying (63:30). [*]

TABLE II: Table of Rules Relating to Motions (new items)

- 285. Page t10 (#23) Bylaw amendments, to rearrange order of consideration (57:6)
- 286. Page t12 (#24) Chair, to declare vacant (**10**; 62:10-12)
- 287. Page t18 (#51) Minutes, to take up after their reading has been dispensed with (48:11).
- 288. Page t18 (#52) Minutes, to order the reading of a subordinate board's (49:17-19)
- 289. Page t20 (#58) Object, to authorize motion outside society's (10:26(2))
- 290. Page t26 (#74) Quorum, to take measures to obtain, if moved while a question is pending (**40**)
- 291. Page t26 (#75) Quorum, to take measure to obtain, if moved while no question is pending (**40**)
- 292. Page t26 (#78) Recapitulation of roll call, to order (**30**); 45:51)
- 293. Page t28 (#84) - Recount, to order (**30**; 45:41)

[Note: This motion is currently marked as an incidental motion and undebatable. See 45:41, last sentence for clarifying rules when it is an incidental main motion and thus, debatable].
- 294. Page t28 (#85) - Report, to receive when no time has been established for its reception (51:28)
- 295. Page t28 (#89) - Rise, or Rise and Report (in a special committee) (50:23)
- 296. Page t30 (#90) - Rise, or Rise and Report (in a committee of the whole) (52:4ff.)

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TABLE III: Sample Forms Used in Making Motions (new items)

297. Page t36 (#23) – Bylaw amendments, to rearrange order of consideration
- I move that the amendments be considered in the following order ...
298. Page t36 (#24) – Chair, to declare vacant
- I move to declare the chair vacant and proceed to elect a new chairman.
299. Page t39 (#51) – Minutes, to take up after their reading has been dispensed with
- I move to take up the reading of the minutes.
300. Page t39 (#52) – Minutes, to order the reading of a subordinate board's
- I move that the minutes of the Executive Board's last meeting be produced and read.
301. Page t39 (#58) – Object, to authorize motion outside society's
- I move to authorize the introduction of the following motion:...
 - I move that the motion just made by Member A be considered by the assembly.
302. Page t41 (#70) – Previous Question (immediately to close debate and the making of subsidiary motions except the motion to Lay on the Table)
- I move the previous question.
 - I move the previous question on the motion to commit and the amendment.
303. Page t41 (#74) – Quorum, to take measures to obtain, if moved while a question is pending
- I move that a committee of three be appointed by the chair and directed to contact absent members during the recess.
304. Page t41 (#75) – Quorum, to take measures to obtain, if moved while no question is pending
[Same form as No. 74]
305. Page t41 (#78) – Recapitulation of roll call, to order
- I move for a recapitulation of the vote.
306. Page t42 (#84) – Recount, to order
- I move that the ballots be recounted.
307. Page t42 (#85) – Report, to receive when no time has been established for its reception
- I move that the assembly receive the report of the Finance Committee.
308. Page t42 (#89) – Rise, or Rise and Report (in a special committee)
- I move that the committee rise.
309. Page t42 (#90) – Rise, or Rise and Report (in a committee of the whole)
- I move that the committee rise and report.

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TABLE IV: Motions and Parliamentary Steps (now listed alphabetically)

TABLE V: Motions and Parliamentary Steps (new items)

310. Which are Not Debatable and Not Amendable:
- Amend an amendment to an undebatable motion (**12**)
 - Authorize a motion outside society's object (10:26(2))
 - Blank in an undebatable motion, proposals for filling (12:92-113)
 - Receive a report (51:28)
 - Rise, or Rise and Report, in a committee of the whole (52:4ff.)
 - Take up minutes after their reading has been dispensed with (48:11)
311. Which are not Debatable but Are Amendable:
- Arrange order of consideration of bylaw amendments (57:6)
 - Take measures to obtain a quorum (when privileged; **40**)

TABLE VI: Motions Which Require a Two-Thirds Vote

312. Added the following:
- Authorize a motion outside society's object (10:26(2))
 - Order the reading of a subordinate board's minutes, when previous notice has not been given (49:17-19) †
 - Remove from office where trial is not required (see 62:16) and previous notice has not been given †

(† noted if Majority of Entire Membership will also accomplish the same purpose, even if previous notice has not been given)

313. Removed the following:
- *Close Suggestions* for filling a blank (**12**)
 - Depose from office where a trial is not required and previous notice has not been given

TABLE VII: Motions Whose Reconsideration is Prohibited or Limited (new items)

314. Cannot be reconsidered at all:
- Rise, or Rise and Report (50:23, 52:4ff.)
 - Take up minutes after their reading has been dispensed with (48:11)
315. An affirmative vote cannot be reconsidered (although a negative vote can be):
- Arrange order of consideration of bylaw amendments (57:6)
 - Authorize a motion outside society's object (10:26(2))
 - Declare the chair vacant (62:10-12)

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- Order a recount, after recount has begun (30; 45:41)
- Receive a report, after report has begun (51:28)

APPENDIX: Sample Rules for Electronic Meetings

316. Added new appendix containing four scenarios for making use of various types of electronic communications for conducting meetings. [sig]

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