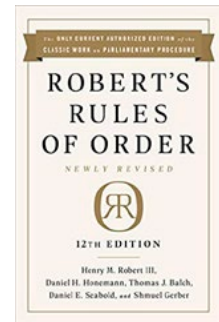


# What are special rules of order in Robert's Rules?



Special rules of order are permanent rules, specific to your group, that guide your discussions and meetings. They allow you to make sure that your group talks about things and makes decisions in the way that works best for you.

*Robert's Rules of Order* encourages groups to set up their own special rules of order as needed. Your parliamentary authority, *Robert's Rules of Order Newly Revised, latest edition*, becomes the foundation. You then build a house in which to live by choosing your own bylaws and special rules of order. This flexibility is very helpful!

## EXAMPLE OF A SPECIAL RULE OF ORDER

An example of a special rule of order would be a rule setting a time limit for speeches. Robert's Rules says that each member may speak twice for up to 10 minutes at a time on each subject, per day. That is too long for most groups, so your board might decide that "five minutes" is the limit. The rule would read:

*The maximum time for a speech by a board member is five minutes.*

## HOW TO ADOPT SPECIAL RULES OF ORDER?

The size of the group makes a difference in how to adopt special rules of order.

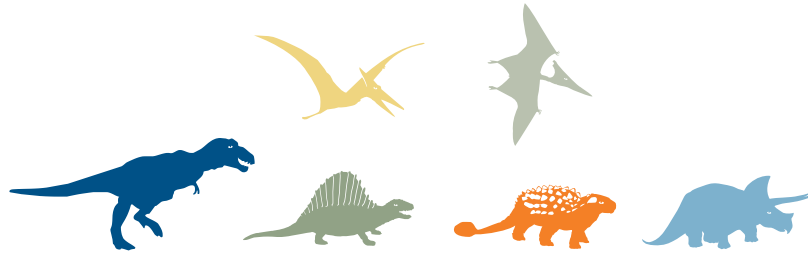
- For a body with a large membership, give advance notice of the proposed rules and then take a vote. If two-thirds of those voting are in favor, they are adopted.
- For a smaller body like a board of directors, all that is necessary is that a majority of the entire membership of the board vote in favor. No advance notice is needed, though circulating the proposals ahead of time is likely to increase buy-in from the members.

See Sample Special Rules of Order on the other side.



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# Sample Special Rules of Order



## DINOVILLE SERVICE CLUB BOARD OF DIRECTORS

### SPECIAL RULES OF ORDER

1. The president has the authority to arrange items on the agenda in a way that makes the best use of member energy, subject to amendment by the board at the meeting.
2. The minutes will not include the names of the maker or the seconder of motions.
3. The maximum time for a speech by a board member is five minutes.
4. Staff members may raise a Point of Order when they judge it appropriate.

Adopted October 15, 2018

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