

**Broker
Sales Meeting
Packets**



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**Robert's
Rules
Of Order**

Prepared by
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1. **How many members constitute a quorum?**
 - a. 51 % of the executive committee
 - b. 8 persons for a subcommittee of the Board
 - c. Whatever the chairperson verbally declares at the beginning of the year
 - d. A majority of the entire membership

2. **May an association ever transact business without a quorum present?**
 - a. No.
 - b. No, unless the chairperson waives the quorum requirement.
 - c. Yes, if you have unanimous consent of members present.
 - d. Yes. Where an important opportunity would be lost unless acted upon immediately.

3. **How is a majority vote defined?**
 - a. by declaration of the chairperson.
 - b. By half the votes cast.
 - c. By more than half of the votes cast.
 - d. By more than half of the votes cast including those in abstention.

4. **What is the definition of votes cast?**
 - a. "votes of members"
 - b. "votes of the membership"
 - c. "votes of the members in good standing"
 - d. "votes cast"

5. **When may the chairperson "properly" vote?**
 - a. Whenever they want
 - b. Whenever they may affect the outcome
 - c. To break a tie
 - d. When a two-thirds vote is necessary

6. **May the chair under any circumstances vote twice, once as a member and once as the chair?**
 - a. Yes.
 - b. Yes, but only when necessary to break a tie.
 - c. Yes, but only for matters outside of a dues increase for general members.
 - d. No.

7. **May a member change their vote?**
 - a. Yes, unless it would reverse the outcome of the vote.
 - b. No.
 - c. It depends on whether the result has been announced.
 - d. Yes, if they were misled or misinformed on what they were voting for.
 - e. Yes, if it is "hanging chad" and Gore didn't win.

- 8. Must a member be nominated before he or she can be elected?**
- a. No.
 - b. Yes.
 - c. It depends if no one has been nominated for the position.
 - d. Yes, unless they have a petition signed by 25 members in good standing desiring the name on a ballot.
 - e. Yes, unless they win by “write-in” voting.
- 9. May members of the nominating committee be nominated for a position?**
- a. No, they must resign the committee to avoid any appearance of impropriety.
 - b. No, they would have an unfair advantage over non-committee members.
 - c. Yes, but only if the position applied for is not for an executive committee or the board of directors.
 - d. Yes.
- 10. Can an organization simply eliminate the requirement of a second for all motions?**
- a. No.
 - b. No. A second shows at least two members believe a topic is worth talking about.
 - c. Yes, but only for mundane motions
 - d. Yes.

ANSWERS

1. How many members constitute a quorum?

- a. 51 % of the executive committee
- b. 8 persons for a subcommittee of the Board
- c. Whatever the chairperson verbally declares at the beginning of the year
- d. A majority of the entire membership

A = d. Unless specified in the bylaws, the quorum is a majority of the entire membership. To assure business get conducted timely, it behooves local boards to establish in their bylaws and reasonable set amount or small percentage of membership to constitute a quorum.

2. May an association ever transact business without a quorum present?

- a. No.
- b. No, unless the chairperson waives the quorum requirement.
- c. Yes, if you have unanimous consent of members present.
- d. Yes. Where an important opportunity would be lost unless acted upon immediately.

A = d

Robert's provides the loophole for emergency situations. The members present who do conduct the business without the quorum act in their own risk and only with the hope that their action will be ratified by a later meeting at which a quorum is present. This loophole is intended for only actual emergencies. Otherwise, the only actions which may legally be taken are to: fix the time to adjourn, adjourn, recess, take measures to obtain a quorum, Order a call to the House (if the body had that power).

3. How is a majority vote defined?

- a. By declaration of the chairperson.
- b. By half the votes cast.
- c. By more than half of the votes cast.
- d. By more than half of the votes cast including those in abstention.

A = c. Unless defined differently in the bylaws, a majority vote is more than half the votes cast. The definition is more than half—NOT one more than half. Majority means more than half – not 51%. If you had wording stating that you required one more than half – and you had a 25 person committee – you would need 13 ½ votes for a majority.

- 4. What is the definition of votes cast?**
- a. “votes of members”
 - b. “votes of the membership”
 - c. “votes of the members in good standing”
 - d. “votes cast”

A = d. Votes cast means votes cast. The point is that only those who engage in the act of voting (either for or against) determine whether a motion is adopted. For example an organization has 100 members. 80 are present at a meeting. On a main motion, fifty members vote. How many members must vote in favor of the motion for it to pass? Answer twenty-six. At the same meeting, a motion could be adopted by a vote of one in favor and none opposed. The definition is “votes” – not “legal votes”. That means, if a legal voter casts an illegal vote, the vote counts toward the number voting and are taken into account for purposes of computing the majority.

- 5. When may the chairperson “properly” vote?**
- a. Whenever they want
 - b. Whenever they may affect the outcome
 - c. To break a tie
 - d. When a two-thirds vote is necessary

A = b. The chair has a responsibility to retain the impartiality of the chair. Robert recognizes the right of the chair to vote, but suggests that the chair protect impartiality by “exercising the voting right only when the vote would effect the outcome”. The expression “break a tie” should be replaced with the phrase “affect the outcome.”

- 6. May the chair under any circumstances vote twice, once as a member and once as the chair?**
- a. Yes.
 - b. Yes, but only when necessary to break a tie.
 - c. Yes, but only for matters outside of a dues increase for general members.
 - d. No.

A = d.

- 7. May a member change their vote?**
- a. Yes, unless it would reverse the outcome of the vote.
 - b. No.
 - c. It depends on whether the result has been announced.
 - d. Yes, if they were misled or misinformed on what they were voting for.
 - e. Yes, if it is “hanging chad” and Gore didn’t win.

A = c. Until the time the vote is announced, a person may change their vote. After the vote is announced, only by permission of the assembly, which may be given by general consent or by adoption of a motion to grant the permission, which is undebatable.

- 8. Must a member be nominated before he or she can be elected?**
- No.
 - Yes.
 - It depends if no one has been nominated for the position.
 - Yes, unless they have a petition signed by 25 members in good standing desiring the name on a ballot.
 - Yes, unless they win by “write-in” voting.

A = a. Nominations simply serve the practical purpose of informing members of which individuals are interested in running and thus expedite the business of the assembly.

- 9. May members of the nominating committee be nominated for a position?**
- No, they must resign the committee to avoid any appearance of impropriety.
 - No, they would have an unfair advantage over non-committee members.
 - Yes, but only if the position applied for is not for an executive committee or the board of directors.
 - Yes.

A = d. If not eligible, election to the nominating committee could be used to prevent a member from becoming a nominee. A member may also serve in more than one office at the same time. Also, if the bylaws require that a vote be taken by ballot, the chair may not declare the nominee the winner if they were the only nominee for an office. They must be voted in.

- 10. Can an organization simply eliminate the requirement of a second for all motions?**
- No.
 - No. A second shows at least two members believe a topic is worth talking about.
 - Yes, but only for mundane motions
 - Yes.

A = d. Several authorities argue for the requirement of a second should be abolished.

- it eliminates an unnecessary complication
- It saves time
- It removes an unwise deterrent to the making of motions
- It lessens the temptation of debating a motion before making it.

Credit for these questions and answers to Drake University Professor Jon L. Erickson, *Notes and Comment's on Robert's Rules*, Revised Edition, (Southern Illinois University Press, 1991)