

Robert's Rules of Order

Colorado Recreation Resource
Advisory Committee (CO RRAC)

October 26, 2011

The Purpose of Robert's Rules of Order

- Robert's Rules of Order cover a wide variety of issues and outline a very disciplined way to conduct meetings.
- For our purposes, we will use Robert's Rules of Order to facilitate decision making and to keep track of decisions that are made.



Robert's Rules of Order

When a fee proposal is to be debated and decided on, the following process will be strictly followed:

- A motion is a formal proposal made by a member.
- The motion is seconded by another member.
- The motion is debated (or discussed).
- Vote: “Aye” or “No”



The Voting Process of CO RRAC

A vote is not done by a simple majority.

For a motion to be passed, a majority of members within the three RRAC categories must vote for it:

- Category One: Recreation Users (3 out of 5)
- Category Two: Outfitter Guides and Environmental Groups (2 out of 3)
- Category Three: State, Tribe and Local Government (2 out of 3)

Roles of the Chairman/Designated Federal Officer (DFO)

- The Chairman/DFO shall preside over the meeting and is the designator who will:
 - Enforce the rules and, if necessary, designate who may speak at any given time and,
 - See that the discussion narrows down to a specific, precisely worded proposal.



Roles of the Chairman/Designated Federal Officer (DFO) concluded

- Call for Committee meetings.
- Is the Government representative
- Maintains records on costs and membership
- Maintains Committee records for the public
- May adjourn a meeting when in the public interest
- Call the meeting to order: “The meeting will come to order.”
 1. Reads and approve previous minutes, if applicable.
 2. Calls for any reports to be given.
 3. Calls for unfinished business from the previous meeting,
 4. Calls for new business to be conducted.



Roles of the Secretary /designated person

- The Designated Federal Official takes notes on proposals and keeps track on votes, should there be one.