



MEETING MYTHS

- Myth #1** **We don't use parliamentary procedure.** The Oregon Condominium Act (ORS 100.409) and the Oregon Planned Community Act (ORS 94.657) both require the use of Robert's Rules of Order unless other rules of order are required by the declaration or bylaws or a resolution adopted by the association or board of directors.
- Myth #2** **Proxies and ballots are the same thing.** A proxy is a legal document authorizing someone to act on your behalf. A ballot is a method of voting on an issue. If the proxy given by an owner instructs the proxy-holder to vote a certain way on an issue, the proxy-holder must still cast a vote, typically by ballot, on behalf of the owner.
- Myth #3** **Anyone can attend an owners meeting.** The individuals entitled to vote comprise the meeting's 'assembly.' Only those in the assembly are authorized to attend a meeting.
- Myth #4** **Parliamentary procedure and Robert's Rules are the same thing.** No. However, Robert's Rules of Order is the most popular code of parliamentary procedure.
- Myth #5** **Rules are the same for all meetings.** Smaller organizations may opt to use Robert's Rules for smaller boards or committees. Advantages include:
- (1) Members are not required to obtain the floor and can make motions or speak while seated.
 - (2) Motions don't need to be seconded.
 - (3) The chair usually can make motions and vote on all questions.

- Myth #6** If no one raises the issue, it doesn't matter if there's not a quorum. If there is no quorum, there cannot be a valid meeting. Any action taken at a meeting without a quorum is invalid and subject to challenge.
- Myth #7** Discussion first, motion later. If following formal procedure, no discussion should occur without being preceded by a motion to take action.
- Myth #8** Seconds are vital. In smaller boards, a second isn't required. In large groups a second determines if the issue will proceed to discussion. However, if the issue is debated, the lack of a second is usually irrelevant.
- Myth #9** You should vote on committee reports. Votes should be on actions or proposals, not on the contents of a report.
- Myth #10** A motion is always necessary. For non-controversial issues, consider using unanimous consent.
- Myth #11** Anyone can talk or bring up issues at a meeting. Remember who makes up the "assembly."
- Myth #12** A "friendly" amendment is okay. Once a motion is made and stated by the chair, the motion belongs to the assembly.
- Myth #13** We have "old business." There is no old business, only unfinished business carried over from the previous meeting.
- Myth #14** Calling "Question!" stops all business. If someone wants to close the debate a proper motion must be made. The person wanting to end the debate must be recognized by the chair, be seconded and receive a 2/3 vote of the assembly.
- Myth #15** "Tabling" a motion is an easy way to avoid an issue. Robert's Rules states that tabling a motion in order to kill it or avoid dealing with it should be ruled out of order.
- Myth #16** The chair runs the meeting. Remember, the chair is the servant, not the master, of the assembly.
- Myth #17** Delinquent owners can't vote. Only if there is such a provision in the governing documents.
- Myth #18** The chair can't vote. Subject to the provisions of the governing documents, under Robert's Rules, the chair may vote in the chair's capacity as an owner.