

ROBERT'S RULES OF ORDER NEWLY REVISED, 12TH EDITION

one or more of those in the motion) are proposed while the motion is pending, all such names and those in the motion are treated as nominations and are voted on as in the case of an election (see also [13:8\(c\)](#), [13:10–18](#)).

50:14 Unless the bylaws or other governing rules expressly provide that committee members shall serve “... *and* until their successors are chosen” or for a fixed period, as “... for a term of two years” (in which case the procedure for their removal or replacement is the same as that for officers described in the second bulleted item in

[62:16](#)), committee members (including the chairman) may be removed or replaced as follows: If appointment was as provided in paragraphs (a), (b), (c), or (e) above, the removal or replacement of a committee member requires the same vote as for any other motion to *Rescind* or *Amend Something Previously Adopted*. If appointment was by the president acting alone under paragraph (d), he may remove or replace committee members by his own act (see [13:23](#)).

50:15 A committee (except a committee of the whole, [52](#)) can appoint subcommittees, which are responsible to and report to

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repeats the proposed names as they stand and puts the question on the entire list: “Mr. X, Mrs. Y, and Mr. W are nominated. Those in favor of these persons constituting the committee, say *aye*.... Those opposed, say *no*...., etc.”

d) *Appointment by the chair*. In the absence of special conditions, appointment of committees by the chair, or by the regular presiding officer, is usually the best method in large assemblies, and it is the ordinary procedure in many smaller societies as well. The president cannot assume such power, however, unless it is given to him by

the bylaws or by action of the assembly in the individual case ([13:8\(c\)](#), [13:13](#), [13:15](#), [56:46](#)).

When the bylaws provide that the *president* shall appoint all committees, this power does not transfer to the *chair* if someone else presides. A clause in the bylaws assigning to the president the duty of appointing all committees should therefore contain appropriate provision for its own suspension if necessary (for example, if there is occasion to appoint a special committee during a meeting from which the president is absent). In addition,

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during informal consideration, however, do not count against a member's right to debate the same question when it is further considered by the assembly under the regular rules. When a question is referred to a committee, any orders limiting or extending the limits of debate ([15](#)) or for the *Previous Question* ([16](#)) are thereby exhausted, so that when the question is brought back from the committee, debate in the assembly takes place according to the regular rules, even if at the same session in which the motion to *Commit* was adopted. For the rules relating to the exhaustion of an order prescribing the

method of voting on a question, see [30:7](#).

13:22 Subsequent Instructions. After a question has been referred to a committee and at any time before the committee submits its report, even at another session, the assembly by a majority vote can give the committee additional instructions in reference to the referred question (see also [13:8\(d\)](#)).

13:23 Vacancies in a Committee. The power to appoint a committee includes the power to fill any vacancy that may arise in it. The resignation of a member of a committee should be addressed to the appointing power,

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and it is the responsibility of that power to fill the resulting vacancy (see also [47:57–58](#)). Unless the bylaws or other governing rules provide otherwise (see [50:14](#), [62:16](#)), the appointing authority has the power to remove or replace members of the committee: If a single person, such as the president, has the power of appointment, he has the power to remove or replace a member so appointed; but if the assembly has the power of selection, removal or replacement can take place only under rules applicable to the motions to *Rescind* or *Amend Something Previously Adopted* (see [50:14](#)). Committee

members are presumed to serve until their successors are appointed.

13:24 Procedure When a Committee Reports.

For the procedure when a committee submits its report on a referred question, see [51](#); see also [12:77–78](#).

Form and Example

13:25 The motion to *Commit* or *Refer* may be made in many forms. The following are typical: “I move to refer the motion to a committee”; “I move to recommit