

QUORUM

WHAT IS IT AND WHAT CAN WE DO WITHOUT ONE?

INCLUDES QUORUM CALCULATION TABLE

QUORUM IS REQUIRED

Not every municipality operates in accordance with Robert's Rules, but each is subject to quorum requirements. According to Robert's a quorum is the minimum number of voting members who must be present at a properly convened meeting in order to conduct business.

Bylaws may establish a different number for a quorum, but in the absence of any established number in your governing rules, a quorum is a majority of your members.

ABSENCE OF A QUORUM

In the event that there is not a quorum, there are four options available:

- Fix the time to adjourn. Set the time for another meeting.
- Adjourn
- Recess
- Take measures to assemble a quorum – you may be able to recess until additional members can make it to the meeting or send out someone to round up absent members

Quorum Table

| Total Number of Members | Quorum | Majority of a Quorum |
|-------------------------|--------|----------------------|
| 5 | 3 | 2 |
| 6 | 4 | 3 |
| 7 | 4 | 3 |
| 8 | 5 | 3 |
| 9 | 5 | 3 |
| 10 | 6 | 4 |
| 11 | 6 | 4 |
| 12 | 7 | 4 |
| 13 | 7 | 4 |
| 14 | 8 | 5 |
| 15 | 8 | 5 |
| 16 | 9 | 5 |
| 17 | 9 | 5 |
| 18 | 10 | 6 |
| 19 | 10 | 6 |
| 20 | 11 | 6 |
| 21 | 11 | 6 |
| 22 | 12 | 7 |
| 23 | 12 | 7 |
| 24 | 13 | 7 |
| 25 | 13 | 7 |
| 26 | 14 | 8 |
| 27 | 14 | 8 |
| 28 | 15 | 8 |
| 29 | 15 | 8 |
| 30 | 16 | 9 |

Example

Total Members = 6

If you don't have a quorum (which in this case would be 4), then you cannot hold a meeting to take any action. Additionally, if you have a majority of a quorum present, in this case 3, then the members present cannot sit and discuss City/Village business "even if they don't take any action"; discussion of municipal business by a majority of a quorum is an Open Meetings Act violation. 2 members can discuss business in this example, however, it really shouldn't be encouraged as a workaround the OMA.

Two-Thirds Vote

| | | | |
|----------|----------|----------|-----------|
| 1 is 1 | 26 is 18 | 51 is 34 | 76 is 51 |
| 2 is 2 | 27 is 18 | 52 is 35 | 77 is 52 |
| 3 is 2 | 28 is 19 | 53 is 36 | 78 is 52 |
| 4 is 3 | 29 is 20 | 54 is 36 | 79 is 53 |
| 5 is 4 | 30 is 20 | 55 is 37 | 80 is 54 |
| 6 is 4 | 31 is 21 | 56 is 38 | 81 is 54 |
| 7 is 5 | 32 is 22 | 57 is 38 | 82 is 55 |
| 8 is 6 | 33 is 22 | 58 is 39 | 83 is 56 |
| 9 is 6 | 34 is 23 | 59 is 40 | 84 is 56 |
| 10 is 7 | 35 is 24 | 60 is 40 | 85 is 57 |
| 11 is 8 | 36 is 24 | 61 is 41 | 86 is 58 |
| 12 is 8 | 37 is 25 | 62 is 42 | 87 is 59 |
| 13 is 9 | 38 is 26 | 63 is 42 | 88 is 59 |
| 14 is 10 | 39 is 26 | 64 is 43 | 89 is 60 |
| 15 is 10 | 40 is 27 | 65 is 44 | 90 is 60 |
| 16 is 11 | 41 is 28 | 66 is 44 | 91 is 61 |
| 17 is 12 | 42 is 28 | 67 is 45 | 92 is 62 |
| 18 is 12 | 43 is 29 | 68 is 46 | 93 is 62 |
| 19 is 13 | 44 is 30 | 69 is 46 | 94 is 63 |
| 20 is 14 | 45 is 30 | 70 is 47 | 95 is 64 |
| 21 is 14 | 46 is 31 | 71 is 48 | 96 is 64 |
| 22 is 15 | 47 is 32 | 72 is 48 | 97 is 65 |
| 23 is 16 | 48 is 32 | 73 is 49 | 98 is 66 |
| 24 is 16 | 49 is 33 | 74 is 50 | 99 is 66 |
| 25 is 17 | 50 is 34 | 75 is 50 | 100 is 67 |

Majority Vote

| | | | |
|----------|----------|----------|-----------|
| 1 is 1 | 26 is 14 | 51 is 26 | 76 is 39 |
| 2 is 2 | 27 is 14 | 52 is 27 | 77 is 39 |
| 3 is 2 | 28 is 15 | 53 is 27 | 78 is 40 |
| 4 is 3 | 29 is 15 | 54 is 28 | 79 is 40 |
| 5 is 3 | 30 is 16 | 55 is 28 | 80 is 41 |
| 6 is 4 | 31 is 16 | 56 is 29 | 81 is 41 |
| 7 is 4 | 32 is 17 | 57 is 29 | 82 is 42 |
| 8 is 5 | 33 is 17 | 58 is 30 | 83 is 42 |
| 9 is 5 | 34 is 18 | 59 is 30 | 84 is 43 |
| 10 is 6 | 35 is 18 | 60 is 31 | 85 is 43 |
| 11 is 6 | 36 is 19 | 61 is 31 | 86 is 44 |
| 12 is 7 | 37 is 19 | 62 is 32 | 87 is 44 |
| 13 is 7 | 38 is 20 | 63 is 32 | 88 is 45 |
| 14 is 8 | 39 is 20 | 64 is 33 | 89 is 45 |
| 15 is 8 | 40 is 21 | 65 is 33 | 90 is 46 |
| 16 is 9 | 41 is 21 | 66 is 34 | 91 is 46 |
| 17 is 9 | 42 is 22 | 67 is 34 | 92 is 47 |
| 18 is 10 | 43 is 22 | 68 is 35 | 93 is 47 |
| 19 is 10 | 44 is 23 | 69 is 35 | 94 is 48 |
| 20 is 11 | 45 is 23 | 70 is 36 | 95 is 48 |
| 21 is 11 | 46 is 24 | 71 is 36 | 96 is 49 |
| 22 is 12 | 47 is 24 | 72 is 37 | 97 is 49 |
| 23 is 12 | 48 is 25 | 73 is 37 | 98 is 50 |
| 24 is 13 | 49 is 25 | 74 is 38 | 99 is 50 |
| 25 is 13 | 50 is 26 | 75 is 38 | 100 is 51 |