Robert’s Rules of Order
A Brief Overview

How to Make and Vote on Motions

1. Member makes a clearly worded motion to take action or a position.
   - "I move..."
   - Motions recorded in minutes

2. Motion must be seconded.
   - "Second!"
   - A second allows discussion to occur; it does not signify approval.
   - A motion without a second does not move forward.

3. Facilitator restates the motion.
   - "It is moved and seconded that..."
   - Provides clarity

4. Discussion/debate occurs.
   - Maker of motion starts discussion.
   - Amendments may be offered - return to step 1 to amend motion: "I move to amend the motion by..."

5. Facilitator closes discussion and states the question/asks for a vote.
   - The question is on the adoption of the motion that..." 
   - Motion repeated word-for-word

6. Facilitator provides voting directions.
   - E.g. hand vote, secret ballot, straw poll, etc.

7. Facilitator announces the result of the vote.
   - "The ayes have it, and the motion is adopted" or "The noes have it, the motion is lost".
   - Recorded in minutes

Why follow Robert’s Rules of Order?

- Allows for democratic speech and action
- Preserves order
- Rights of the organization supersede the rights of individual members
- Facilitates group decisions

Meeting Agendas

1. Approval of Previous Meeting Minutes
2. Reports (from officers, committees, task forces)
3. Unfinished Business
4. New Business - items brought forward by motion procedure

Meeting Minutes (when using Robert’s Rules of Order)

- Minutes are a legal record of meetings.
- Minutes are a record of what is done at a meeting, not what is said.

Motion

- A motion is a formal proposal by a member that the group take a certain action or position.
- A main motion is required to begin the decision making process.
- A motion occurs prior to discussion

Minutes should include:
1. Name, date and location of meeting
2. List of attendees (note presence of a quorum)
3. Time meeting was called to order
4. Conflict of Interest & Antitrust Avoidance Affirmation
5. Approval of previous meeting minutes
6. Motion text and name of maker
7. Status/results of motions
8. Time meeting was adjourned

Minutes do not include:
- Discussion
- Personal opinion
- Name of seconder of a motion
- Motions withdrawn
- Entire reports (rather attach to minutes)

How to Make and Vote on Motions

<table>
<thead>
<tr>
<th>To Do This</th>
<th>Motion</th>
<th>You Say This</th>
<th>Debate Allowed?</th>
<th>Vote Required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduce Business</td>
<td>Main</td>
<td>'I move that...'</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Second a Motion</td>
<td>Second</td>
<td>'Second!'</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Change the Wording or add Clarity of a Motion</td>
<td>Amend</td>
<td>'I move to amend the motion by...' (adding words; striking out words; substitute words)</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Send to Committee</td>
<td>Commit /Refer</td>
<td>'I move the motion be referred to:'</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone Action until a Specific Time</td>
<td>Postpone</td>
<td>'I move the motion be postponed until...' (provide specific time on agenda /next meeting date)</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Postpone Action until an Unspecified Time</td>
<td>Lay on the Table</td>
<td>'I move to lay the motion on the table.'</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Limit Debate</td>
<td>Limit Debate</td>
<td>'I move that the debate on this motion be limited to (one) speech of (two) minutes for each member.'</td>
<td>No</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>End Debate or Request a Vote</td>
<td>Previous Question</td>
<td>'I move the previous question.'</td>
<td>No</td>
<td>Two-thirds</td>
</tr>
<tr>
<td>Take Intermission</td>
<td>Recess</td>
<td>'I move to recess for (time).'</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Close Meeting</td>
<td>Adjourn</td>
<td>Adjourn 'I move to adjourn.'</td>
<td>No</td>
<td>Majority</td>
</tr>
</tbody>
</table>