

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.

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 is not necessary
- Motions withdrawn
- Entire reports (rather attach to minutes)

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

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

