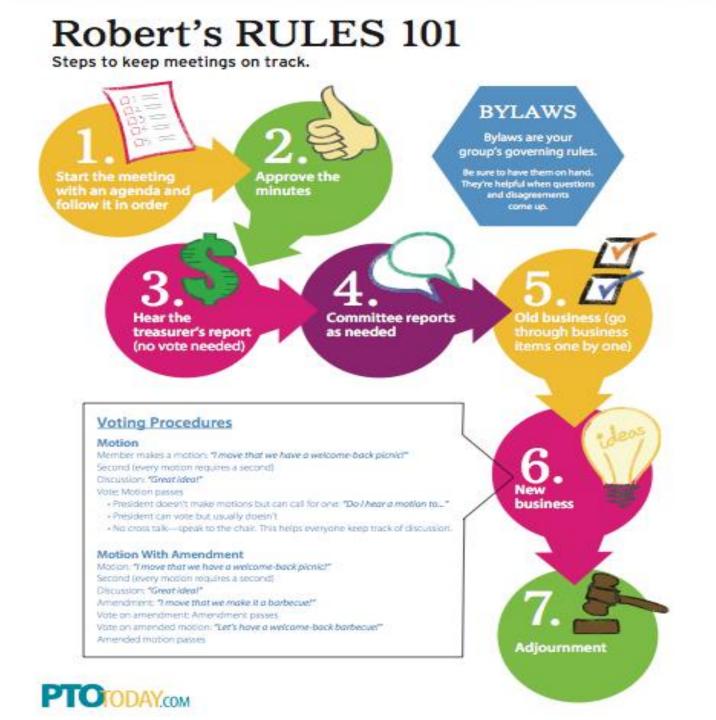


Robert's Rules Quick Guide



*Take/Review Minutes
*Encourage Participation
*Know the Rules (Roberts Rules)

5 Tips for Better Meetings

***Be Organized**

When in doubt...talk it out

HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process

 Member makes a clearly worded motion to take action or a position. •"I move..." Motions recorded in minutes Motion must be seconded. "Second!" A second allows discussion to occur; it does not signify approval. 2 A motion without a second does not move forward. Chairman restates the motion. "It is moved and seconded that..." 3 Provides clarity Discussion/debate occurs. Maker of motion starts discussion. Ammendments may be offered - return to step 1 to ammend motion: "I move to amend Δ the motion by ... " Chair closes discussion and states the guestion/asks for a vote. "The question is on the adoption of the motion that..." 5 Motion repeated word-for-word Chairman provides voting directions: . "Those in favor of the motion, say aye"; 6 "Those opposed, say no"

Chairman 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

TIP! If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then say, "Hearing no objections, (state the motion) is adopted." And then state any instructions.

If a member objects, first ask for debate, then vote and then announce the vote.

Action	What to Say	Can interrupt speaker?	Need a Second?	Can be Debated?	Can be Amended?	Votes Needed
Introduce main motion	"l move to…"	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by" (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee."	No	Yes	Yes	Νο	Majority
Postpone item	"I move to postpone the matter until"	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	Νο	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	Νο	Νο	No	Chair decision
Recess the meeting	"I move that we recess until"	Νο	Yes	Νο	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	Νο	Yes	Νο	Νο	Majority
Request information	"Point of information."	Yes	No	Νο	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"l move to extend the time by minutes."	No	Yes	Νο	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	Νο	No	No vote
Table a Motion	"I move to table"	No	Yes	No	No	Majority

TIP! Certain things need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away. Types of points:

Point of Order: Draws attention to a breach of rules or improper procedure.

Point of Information: A member may need to bring up information (as a nondebatable statement) for others.

Point of Inquiry: A member may use point of inquiry to ask for clarification.

Point of Personal Privilege: A

member may use this to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports.