



**Robert's Rules of Order
(aka Parliamentary Procedure)**

Meeting Structure

- Call to Order
- Roll Call of Members
- Approval of Agenda
 - ✓ Requires Votes
- Reading of the Last Meeting Minutes (Requires Vote)
 - ✓ Requires Votes
- External, Committee, Board Member Reports
 - ✓ These are Simply Updates
 - ✓ Do not Require Votes
- Old Business
 - ✓ Follow-up or Updates of Important Business from Previous Meetings
 - ✓ Can Include Votes
- New Business, Agency Reports & Resolutions
 - ✓ Requires Votes
- Announcements
 - ✓ Do not Require Votes
- Closed Session
 - ✓ Requires “Roll Call” Vote to Proceed

How to Present a Motion

- Motions are presented by:
 - ✓ Obtaining the floor
 - Wait until the last speaker has finished
 - Rise and address the Chairman by saying, "Mr. or Ms. Chairperson"
 - ✓ Wait until the Chairperson recognizes you
 - ✓ Make Your Motion using "I move that we..."
 - ✓ Wait for Someone to Second Your Motion
 - ✓ Another member can second your motion or the Chairperson will call for a second
 - ✓ If there is no second to your motion, it is lost

Types of Motions

There are four Basic Types of Motions:

1. Main Motions:

The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions. (Examples – motion to approve, motion to not approve)

2. Subsidiary Motions:

Their purpose is to change or affect how a main motion is handled and is voted on before a main motion. (Examples – motion to amend, motion to limit debate, motion to table)

3. Privileged Motions:

Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business. (Examples – motion to adjourn, motion to recess)

4. Incidental Motions:

Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion. (Example – motion to withdraw a motion, motion to appeal)

Voting on a Motion

1. By Voice:

The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for a exact count.

2. By Roll Call:

Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.

3. By General Consent:

When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.

4. By Division:

This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.

5. By Ballot:

Members write their vote on a slip of paper, this method is used when secrecy is desired.