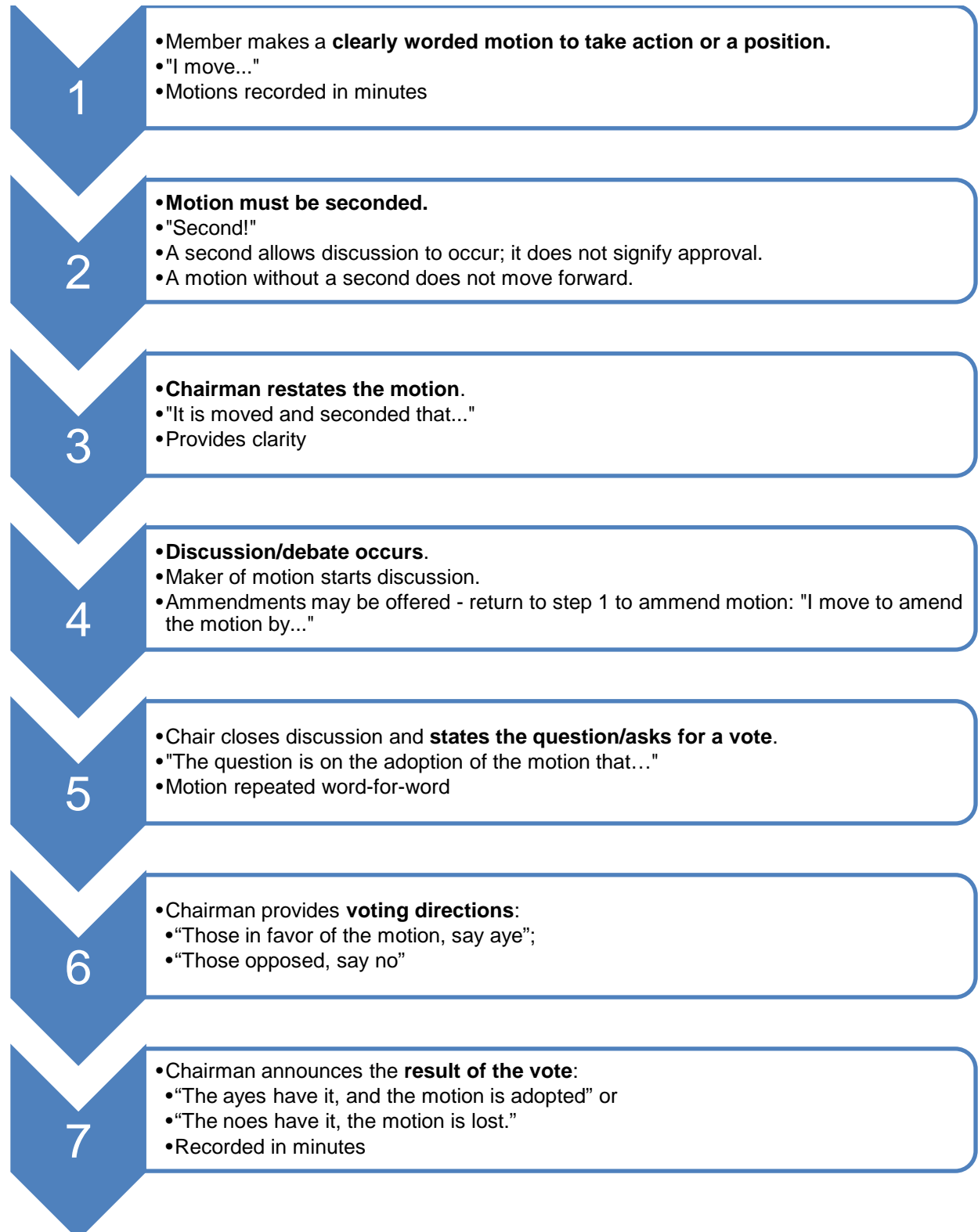


## Robert's Rules of Order Cheat Sheet

### HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process



## Robert's Rules of Order Cheat Sheet

### WHAT DO I SAY?

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 a specific time on the agenda or next meeting date)	Yes	Majority
Postpone Action until an Unspecified Time (a motion will be required to discuss in the future)	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	"I move to adjourn."	No	Majority

## **Robert's Rules of Order Additional Information**

### **Why follow Robert's Rules of Order?**

- Allows for democratic speech and action
- Preservers order
- Rights of the organization supersede the rights of individuals
- Facilitates group decisions

### **Meeting Agendas**

1. Approval of Minutes
2. Reports (from officers, committees, task forces)
3. Unfinished Business (replaces term "old business")
4. New Business – items brought forward by motion procedure

### **Meeting Minutes**

- Minutes are a legal record of meetings and the organization.
- 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- Motions withdrawn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

### **Ground Rules for Debating**

- Remarks must be germane (relevant and appropriate to the discussion); stay on subject.
- Debate issues, not personalities

## Robert's Rules of Order Additional Information

### Subsidiary Motions

Assist in treating or disposing of a main motion

- **Postpone Indefinitely** = a way to dispose of an embarrassing motion before it can be brought to vote
- **Amend** = a way to clarify or modify wording
  - Amendments should say exactly where in the main motion the change is to be made, and precisely what words to use.
  - Amendments must be germane
  - Follow the motion process for an amendment, then follow procedure to vote on the newly revised main motion.
  - Rather than amend an amendment; ask group to strike down the pending amendment vote then offer a different version.
- **Commit/Refer** = when additional time or information is needed, the item may be sent to a committee or task force (either an existing or newly created)
  - Before voting on a main motion, you may feel the main motion may require additional study and/or redrafting.
  - Motion to commit or refer should specifically state the committee and deadline
  - A special committee may be formed through the motion to commit (motion should include committee make-up and deadline)
  - Motion is debatable, but only about the matters of the referral and not on the main motion
- **Postpone to a Certain Time** = to move to a later time on the agenda or to the next meeting
  - A time is specified when motion will be addressed
  - Preferred over laying on the table
- **Limit or Extend Debate** = when circumstances call for shorter or longer speech
- **Previous Question** = to close debate and bring to an immediate vote
- **Lay on the Table** = lay motion aside temporarily without setting a time for its consideration
  - Taken up again, via motion process, when the majority decides
  - Often misused term for postpone to a certain time

### Motions that Bring a Question Before the Assembly Again

1. **Take from the Table** = resume consideration of a main motion
2. **Rescind, Repeal or Annul** = cancel something that has been previously adopted
3. **Amend Something Previous Adopted** = proposal to modify wording or text previously adopted
4. **Discharge a Committee** = if a question has been referred or a task assigned to a committee that has not made a final report the committee may be discharged to allow the Board to take action or to drop the motion
5. **Reconsider** = within the same meeting a motion has been voted on the question may come before the assembly again as if it had not been voted on

## Robert's Rules of Order Information for Chairs

### Effective Presiding

1. Start On Time
2. Stick to the Agenda
3. Memorize Frequently Used Procedures
4. Make Sure All Know What is Being Debated and Voted On
  - a. See that motions are worded clearly
  - b. Repeat wording of motions frequently
  - c. Make the effects of amendments clear
5. Learn How to Conduct Voting

### Voting

#### Types of Votes

1. **Majority\*** = More than half of the votes cast by persons entitled to vote, excluding blanks or abstentions. Whenever a majority vote of the Board of Directors is taken, it shall mean of the quorum present.
2. **Two-Thirds** = two-thirds of the votes cast by persons entitled to vote, excluding abstentions. Whenever a two-thirds vote of the Board is required, it shall mean of the entire Board whether voting or not.
3. **Majority of Entire Membership** = a majority of the total number of those who are members of the voting body at the time of the vote

\*Note: A majority vote is different than a plurality vote, which is the largest number of votes (which may be less than a majority) when there are three or more alternatives. Under Robert's Rules of Order, a plurality vote is not sufficient. Re-vote to achieve a majority.

#### Voting Methods

1. Voice Vote
2. Standing Vote
3. Show of Hands Vote
4. Counted Vote
5. Ballot Vote

#### Putting the Motion to a Vote

When no one seeks the floor to debate, the chairman asks, "Is there any further debate?"

#### Voice Vote

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion, say aye

[pause]

Those opposed, say no

[pause]

The ayes have it and the motion is adopted

- or -

The noes have it and the motion is lost

## **Robert's Rules of Order Information for Chairs**

### **Show of Hands Vote**

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion will raise the right hand

[Pause]

Those opposed will raise the right hand

[Pause]

#### *Majority vote:*

The affirmative has it and the motion is adopted

- or -

The negative has it and the motion is lost

#### *Two-thirds vote:*

There are two-thirds in the affirmative and the motion is adopted.

- or -

There are less than two-thirds in the affirmative and the motion is lost

### **Counted Show of Hands Vote**

The question is on the adoption of the motion that ... (repeat the motion)

Those in favor of the motion will raise the right hand and keep it raised until counted

[Pause]

Those opposed will raise the right hand and keep it raised until counted

[Pause]

There are \_\_\_ in the affirmative and \_\_\_ in the negative

#### *Majority vote:*

The affirmative has it and the motion is adopted

- or -

The negative has it and the motion is lost

#### *Two-thirds vote:*

There are two-thirds in the affirmative and the motion is adopted.

- or -

There are less than two-thirds in the affirmative and the motion is lost