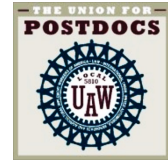




Robert's Rules of Order - Highlights (Parliamentary procedure)

By Jessica M. Budke, Sergeant-at-Arms, Oct 2015



Making a motion

1. Be recognized by the chair to speak.
 - Raise a hand. – Called on by the chair.
2. “I move that...” make a motion.
 - Use precise language – Vote on the exact wording.
3. Motion must be supported by a 2nd member.
 - Call out “Second!” to support the motion.
4. Motion restated for everyone to consider.

Motion is open for Discussion

1. Member making the motion speaks first.
2. Alternate between members speaking for and against.
3. Members who have not yet spoken are given preference.
4. Stick to the subject being discussed.
5. Limit speaking time to keep the meeting moving forward.
 - (5 min maximum)
6. Address all points and questions to the President. Avoids personal attacks. Discussing the issues not the people.

Motions – Ending Discussion

1. At any point a member can call the vote on the motion.
 - “I call the previous question”
2. If 2/3 of the members agree to call the vote, then discussion ends.
3. Motion is repeated and members vote.
4. All in favor “Aye”.
5. All opposed “No”
6. Majority is needed to pass the motion.

Amending a Motion – Before Voting

1. “I move to amend the motion...”
 - State how the wording should change.
2. Motion must be supported by a 2nd member.
 - Call out “Second!” to support the motion.
3. Discuss the amendment to the motion.
4. Vote on the amendment to the motion.
5. Continue discussion on the modified motion.