

Roberts Rules of Order (Basic)

"We wear Roberts Rules like a loose glove."

Motion

2nd

Discussion

Discussion Ends Either...

Organically (goes directly to a vote on the motion... **OR**

CALL THE QUESTION (definition: "We've discussed enough - let's vote.")

By a **MEMBER**: [MOTION PAUSES] **[2/3 majority]**

- "All in favor of stopping discussion and bringing motion to a vote"
- "All in favor of continuing discussion."

By a **CHAIR**: [NO VOTE REQUIRED] ("Im going to take three (3) more/10 minutes ... then vote")

- "Im going to CALL THE QUESTION to stop the discussion and call a vote on the motion."

VOTE

1. Ask the secretary to re-read the motion aloud

2. "All in favor"
3. "All opposed"
4. "Any abstentions"
5. "Would the minority opinion like to be heard?" **[REMINDE THEM WHAT THE MINORITY OPINION IS]** (1 minute per minority opinion)

REMINDER: The minority opinion is generally expressed to 1.) share something new (*no repeats of previously stated opinions*); **2.)** if anyone feels they haven't expressed themselves adequately; **3.)** if someone feels they feel the body is making a serious mistake. **Note:** The Chair can allow for repetition during the minority opinion if needed to ensure we 1.) move slowly and 2.) let everyone feel heard.

6. "To anyone who voted in the majority: Did that change your vote?" **(REMINDE THEM WHAT THE MAJORITY IS)** (*same thing as Motion to Reconsider*)

• If YES

- "So by default, there's a Motion to Reconsider is on the table - do I hear a 2nd?"
- "All in favor of **Re-Opening discussion** - All in favor of **treating this vote as final.**"
(Motion starts over and we go into Discussion - then we vote. Vote is Final / No minority opinion)

• If NO: Motion Passes/Fails

AMENDMENTS:

- **Friendly:** Given by someone trying to improve the motion without changing the meaning - **the person who made the motion needs to accept the amendment**
- **Regular:** Actually changing the wording & intent of the motion - requires the person who made the motion (AND THE 2nd) and the person who made the amendment to agree on the change to the motion **(2/3 majority)** **The amendment itself requires a vote BEFORE the vote on the motion itself.**

POSTPONE: (requires a motion)

- Definition: **Postpone it TO A SPECIFIC TIME** (it makes sense to deal with it at a specific time in the future for whatever reason)
[Gets put into OLD BUSINESS AT THAT FUTURE DATE]

POINT OF INFORMATION:

- Primarily used when 1.) **Someone has a question to ask...** or 2.) **When they need some additional information** (sometimes it's about them wanting to offer additional information).

POINT OF ORDER:

- Used when there is **some deviation from the process** or **someone is being disruptive** (Chair: Only use this when someone is being very mean spirited) **(Chair rules on it when offered by a member)**

TABLE: (requires a motion)

- Definition: We are **putting the motion off in the moment** and it will require the step of somebody taking it off the table.
- **How it gets off the table:** Likely it will be **automatically** put into OLD BUSINESS for the **next meeting** (not debatable / simple majority / no motion to reconsider or minority opinion)