

Robert's Rules of Order Information

ROLES & RESPONSIBILITIES

What are the 4 responsibilities of the Chair?

- Maintain the order of the meeting.
- Maintain the flow of the meeting.
- Make sure everyone has the opportunity to debate.
- Act as a translator.

What are the 2 main responsibilities of the members?

- Represent your constituents.
- Be informed & vote wisely!

Motions

What are the 8 fundamental motions used during most meetings?

1. The Main motion
2. Amendment
3. Amend the amendment
4. Refer to a committee
5. Postpone to a definite time
6. Lay on the table
7. Previous question
8. Move to adjourn

MAIN MOTION

- To bring any business before the assembly you must always start with a main motion.
- A second does not signify that you agree with the main motion.
- Key Questions about the Main Motion:
- Main motion requires a second.
- Main motion is debatable.
- Main motion is amendable.
- Main motion requires simple majority vote.

VOTING

What are the two types of votes are normally used?

- Simple Majority (50% plus 1)
- 2/3
- What do you say if you would like to request a rising count? Call for division
- Rising count can be a standing vote, hands or arms raised or teller count

DEBATING

- Normally maker of the Motion is the first one to speak on the motion.
- Should relate to the subject of the motion.
- Normally a member can only speak twice on a motion.

AMENDMENTS

- Amendments allow members to make changes to or modify a motion.
- Making an Amendment influences what the assembly is going to discuss.
- You make an Amendment by adding something to or subtracting something from the motion.
- Amendments help keep the group focused.

Key Questions about Amendments:

- Amendment requires a second.
- Amendment is debatable.
- Amendment is amendable.
- Amendment requires majority vote.

REFER TO A COMMITTEE

- Requires a motion
- Refer to a committee requires a second.
- Refer to a committee is debatable.
- Refer to a committee is amendable.
- Refer to a committee requires majority vote.

POSTPONEMENT

- A postponement requires a motion.
- A postponement requires a second.
- A postponement is debatable.
- A postponement is amendable.
- A postponement requires majority vote.

LAY ON THE TABLE

- Lay on the table requires a motion.
- Lay on the table requires a second.
- Lay on the table is not debatable.
- Lay on the table is not amendable.
- Lay on the table requires majority vote.

Other options:

- Postpone to a Definite Time.
- Refer to a Committee.

PREVIOUS QUESTION

- Requires a motion. I move the Previous Question.
- Previous Question requires a second
- Previous Question is not debatable.
- Previous Question is not amendable.
- Previous Question requires a 2/3 vote.

Adjourn

- Requires a motion. I move to adjourn.
- Adjourn requires a second
- Adjourn is not debatable.
- Adjourn is not amendable.
- Adjourn requires a majority vote.

Some motions may require special vote. Most common two are Secret Ballot and Roll Call.

**Source of information is the Robert's Rules Made Simple, DVD Workbook Answer Key.
There web site is: www.RobertsRulesMadeSimple.com**

Organization's By Laws can change or modify Robert's Rules of Order.