



Parliamentary Procedure

Conducting Business

Robert's Rules of Order is a set of guidelines for conducting business, making decisions, and solving problems in an organized way.



The Chair

The person conducting the meeting. Typically, this is the Immediate Past President, unless that person passes the chair to someone else. The chair is neutral in debate and only votes to break a tie.



The Agenda

The standard order of business for the meeting:

- Call to Order
- Roll Call
- Approval of Agenda
- Remarks from the Chair
- Discussion
- Board Business
- Adjournment



Email agenda items to the Chair at least 72 hours before the meeting.

The Basics



Discussion

Items are pre-determined and may include presentations, discussions and supplemental information. A vote may occur.



Board Business

Items require individual votes. Parliamentary debate may occur.



Executive Session

Called when someone would like to discuss confidential matters. Sessions are for members of the board only, but the board may vote to invite others to attend.

Decision making

Motion: "I move to..."

"Second" to agree

Maker of the motion explains

Debate!

Against the motion move to..."

For the motion

Repeat

If no more contributions exist For or Against the motion, the Chair will conduct a vote for the motion.

Any member can end debate by Calling for the Previous Question. Members vote to end debate.

If the vote fails, debate continues. If the vote passes, the question is considered immediately.

VOTE!
For or Against

Other Options



Amend

To change or add to the motion: "I move to amend the motion on the table to read..." The group then debates and votes on the motion.



Table

To discuss the matter at another time: "I move to table this discussion until..." You can move to discuss the topic later in the agenda or at a future meeting.



Adopt

Did someone create a document that you want to approve? "I move to adopt..." This could refer to resolutions, the Constitution, or bylaws.



Cancel or Alter

If you are concerned a passed motion was not appropriate or should be altered, you can say, "I move to rescind..." or "I move to amend something previously adopted..." during the same or a subsequent meeting.