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

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.

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.