

## **Select Sections of Robert's Rules of Order**

What is Parliamentary Procedure?

- A set of rules regarding meeting conduct

Why is it Important?

- It allows everyone to hear and be heard in a meeting, and therefore contributes to a clear and concise decision-making process
- Used by most clubs, organizations, etc.

Moving Motions

- A motion is a proposal on which the entire membership can take a position
- Individual members can second motions, debate motions, and vote on motions

Four Basic Types of Motions

1. Main Motions
  - a. Used to introduce items to membership for their consideration
  - b. Cannot be made when any other motion is on the floor
  - c. Yield to other three types of motions
2. Subsidiary Motions
  - a. Used to change how a main motion is handled
  - b. Voted on before a main motion
3. Privileged Motions
  - a. Used to bring up urgent items, typically about special and important matters unrelated to pending business.
4. Incidental Motions
  - a. Used to provide a means of questioning procedure concerning other motions
  - b. Must therefore be considered before the other motion

How are Motions Presented?

1. Obtain the floor
  - a. Wait until the last speaker has finished
  - b. Rise and address by saying, "Mr./Ms. President or Mr./Ms. Chairperson"
  - c. Wait until the President/Chairperson recognizes you
2. Make your motion
  - a. Use affirmative statements

- i. Say, "I move that we..." rather than, "I move that we do not"
3. Wait for someone to second your motion
  - a. The chairman will call for a second if no one immediately seconds your motion
  - b. If there is no second to your motion, it is lost
4. After someone has seconded your motion
  - a. The President/Chairperson will say "It has been moved and seconded that we..."
    - i. This places your motion before the membership for consideration
  - b. The membership will either debate your motion or move directly to a vote
  - c. Once your motion is presented to the membership by the President/Chairperson, it is assembly property and cannot be altered by you without consent of members
5. Expanding on your motion
  - a. Speak in favor of your motion
  - b. Mover is always allowed to speak first
  - c. All comments must be directed to the President/Chairperson
  - d. Keep to a reasonable time limit
6. Putting the question to the membership
  - a. Once discussion on the motion is over, a vote is taken

Five common methods of voting on a Motion:

1. By Voice
  - a. The Chairman asks those in favor to say "aye" while those opposed say "no"
2. By Roll Call
  - a. Each member answers "yes" or "no" when their name is called
  - b. This is a good method to use when record of each person's vote is required
3. By General Consent
  - a. President/Chairperson says, "If there is no objection..."
  - b. Silence is agreement
  - c. Used when a motion is not likely to be opposed
  - d. If only one member says that they object, the motion must be put to a vote
4. By Division
  - a. Same principals as the voice vote, but members stand or raise their hands to affirm the motion
5. By Ballot
  - a. Good method to use when secrecy is desired

Other Common Voting Motions:

1. Motion to Table
  - a. Often used in an attempt to kill a motion
  - b. Option present to “take from the table” for reconsideration by membership
2. Motion to Postpone Indefinitely
  - a. Used by opponents of motion to test their strength without having to take an actual vote

Assembly rules:

1. How to Obtain the Floor Be the first to stand when the person speaking has finished
  - a. Raising your hand, or standing while someone else still has the floor, are meaningless
  - b. Must be recognized by the Chair before speaking
2. Immediately Pending Question
  - a. The last question stated by the Chair
3. Speaking Out of Turn
  - a. No member may speak twice to the same issue until everyone wishing to speak has spoken once