

# Roberts Rules Of Order

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## ROBERT'S RULES OF ORDER

**Parliamentary Procedure for Meetings**

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. Robert's Rules will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.



Here are the basic elements of Robert's Rules, used by most organizations:

- 1. Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that..."). A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
- 2. Postpone indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting; it may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
- 3. Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion as the Speaker." This also requires a second. After the motion is amended or seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made, if the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
- 4. Commit:** This is used to place a motion in committee. It requires a second. A majority vote must be carried. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee. If not, a new committee is established.
- 5. Question:** To end a debate immediately, the question is called (say, "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
- 6. Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later at the meeting or at another time ("I make a motion to table this discussion until the next meeting; in the meantime, we will get more information so we can better discuss the issue.") A second is required and a majority vote required to table the item being discussed.
- 7. Adjourn:** A motion is made to end the meeting. A second motion is required.

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## Reviews

*Complete guide for publication fanatics. It is full of knowledge and wisdom You will not really feel monotony at at any time of your respective time (that's what catalogues are for about should you question me).  
(Arelly Dare)*

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