

Quick Reference ROBERT'S RULES

Quorum must be present for voting
Call to order (start meeting on time)
Minutes should be read and approved
 "Are there any corrections?"
If No, "The minutes are approved as read."
(No motion is needed to approve the minutes.)

Committee Reports: to conclude a report, "Are there any questions?"
If No, "The report is then filed."

Motions

Board meetings more informal- Motions are not required. Only one main motion can be pending at one time. * Can make 2nd motion while primary is pending, including but not limited to amend, postpone, or refer to committee.

A motion of a committee of more than one does not need a second because the committee has already voted on presenting the motion.

A) Main Motions: for new business

1. Incidental main motions: clarifies who will carry out the main motion

B) Secondary Motions: made to help decide what to do with main motion.

1. Subsidiary
 - a. Postpone indefinitely- kills main motion 2nd/maj
 - b. Amend 2nd/maj
 - c. Refer to committee 2nd/maj
 - d. Limit to extend debate 2nd/2/3rds
 - e. Table 2nd/maj
 - f. Previous question (stops debate or vote) 2nd/2/3rds
 - g. Postpone to later time 2nd/maj
2. Privileged- no discussion, no debate allowed
 - a. Call to orders of the day- return to agenda no 2nd
 - b. Raise question of privilege no 2nd
 - c. Recess 2nd/maj
 - d. Adjourn 2nd/maj
 - e. Fix time to adjourn 2nd maj
3. Incidental
 - a. Division of question (prevents main motion from being considered) no 2nd/2/3rds

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| b. Suspend rules | 2 nd /2/3rds |
| c. Requests and inquires | no 2 nd to withdraw
2 nd to modify |
| d. Division of the assembly (recheck vote) | no 2 nd |
| e. Appeal | 2 nd / maj |
| f. Point of order | no 2 nd |

Discussion:

Can be informal at Board meetings

For reference, formal discussion includes:

- a) Begins with person who made motion
- b) Only one speaker at a time
- c) Motion is debated through the chair
- d) Every member may speak twice
- e) No cross talk
- f) Two thirds vote needed to limit debate
- g) Presiding officer relinquishes chair to enter discussion or debate

Voting:

Voice, “All in favor say ‘aye’, those opposed say ‘no’ “. If doubtful vote, use hands or standing and count.

Voting by general consent: speeds up meetings

Presiding officer may state after motion/ discussion-

“Is there any objection?” If no, “The motion carries”

If yes, put the motion to vote

Adjournment: needs 2nd and vote.