Roberts Rules of Order Overview

Roles
- *The Chair:* recognizes speakers; states motions; maintains order; directs meeting.
- *Members:* make motions; debate; amend motions; vote.
- *Secretary/clerk:* Prepares agenda; records motions and outcomes in minutes.

Typical Meeting
1. Call to order; roll call, establish quorum.
2. Approve previous meeting's minutes.
3. Officers and committees make reports.
4. Unfinished business of previous meeting.
5. New Business.
6. Public Comment.
7. Announcements and adjourn.

How a Motion Works
1. A member moves; another seconds.
2. Chair states the question; debate begins.
3. Vote commences.
4. Chair announces result; secretary records it.

Common Motions
- *Amend:* to change wording of a motion before voting on it.
- *Refer/Commit: t*o send to a committee to look at an issue more closely and make a recommendation.
- *Postpone to a certain time:* delays discussion or decisions.

Common Motions (continued)
- *Limit or Extend Debate (2/3 vote required)*: limits how long/how many people can speak on a topic.
- *Previous Question/Close Debate (2/3 vote required):* stops all discussion and brings issue to a vote.
- *Lay on the Table:* to set motion aside without deciding on it.

Privileged & Incidental Motions
- *Question of Privilege*: used when someone has a personal issue; if they can't hear, the room is too hot, etc.
- *Recess/Adjourn:* recess is taking a short break; adjourning is ending the meeting.
- *Point of Order:* used when one thinks the rules aren't being followed and wants it addressed.
- *Appeal the Decision of the Chair:* allows the group to vote on whether they agree with a decision made by the chair.
- *Parliamentary Inquiry:* A way to ask the Chair a question about rules or procedure.
- *Division of the Assembly*: If there is doubt about the results of a voice vote, this will verify the vote through a count.

Minutes – What is Recorded
- Date/time/location; members present/absent; quorum.
- Exact motions and outcomes (including amendments).
- Roll-call votes when required by law or policy.

Roberts Rules of Order Sample Language

- "The meeting will come to order." *(Chair opens meeting)*
- "Please take roll and confirm quorum." *(Chair checks attendance)*
- "Are there any corrections to the minutes?" *(Chair reviews previous meeting)*
- "If there are no objections, the minutes are approved." *(Chair confirms approval)*
- "We'll now hear reports from officers and committees."
- "Is there any unfinished business?"
- "Is there any new business?"
- "Are there any announcements?"
- "Is there any public comment?"
- "I move that we…" *(to make a motion)*
- "Second." *(to support a motion)*
- "Is there any debate?" *(Chair invites discussion)*
- "I'd like to amend the motion to…" *(to change wording)*
- "I move to refer this to committee." *(send for further review)*
- "I move to postpone this until…" *(delay to a specific time)*
- "I move to limit debate to 2 minutes per speaker." *(control discussion time)*
- "I move the previous question." *(end debate and vote now)*
- "I move to lay the motion on the table." *(set aside temporarily)*
- "Point of order." *(rules aren't being followed)*
- "I appeal the decision of the Chair." *(challenge ruling)*
- "Parliamentary inquiry." *(ask about procedure)*
- "Division!" *(request a counted vote)*
- "I have a question of privilege." *(comfort or audibility issue)*
- "I move to recess for 10 minutes." *(take a short break)*
- "I move to adjourn." *(end the meeting)*
- "The motion passes/fails." *(Chair announces result)*