Roberts Rules of Order - At a Glance

Typical Agenda
- Call to Order
  - Start your meeting on time
  - The Chair/President says "I call this meeting to order"
  - Wait for quiet and then begin the meeting
- Roll Call of Officers
  - The Chair says "The Recording Secretary will call the Roll of Officers"
- Reading of Minutes
  - The Chair says "The Secretary will read minutes of the last meeting" or "Instead of having the Secretary read the minutes, copies have been distributed for your review."
  - Are there any additions or corrections to the minutes? If not, the minutes will stand approved as read." If corrections to the minutes are made, ask for unanimous consent to additions or corrections at this time. If there is an objection to any addition or correction, it will be necessary to adopt a motion to make that change.
- Reading of Coorespondence
  - The Chair says "The Recording Secretary will now read the correspondence."
  - Any letter requiring action by the membership should be discussed by the Executive Board prior to the membership meeting. At the membership meeting, the letter should be read along with the recommendations of the board. A motion should be made to adopt the board's recommended action. That motion should then be discussed and voted on by the members.
- Reports of Officers
- Report of Staff and Committees
- Unfinished or Old Business
- New Business
- Adjourn the Meeting

Making a Motion
- To make a motion, say " I move that ……"
- When a motion is made it must be seconded.
- The Chair should then state the motion and call for discussion: "It has been moved and seconded that ... Is there any discussion?"

Discussion During a Motion
During a discussion of a motion or amendment, make sure that each member speaks only once until all other members have had an opportunity to speak. It is a good idea to alternate speakers for and against the motion. If members begin responding to and addressing remarks to each other, remind the group that all comments should be addressed to the Chair. The discussion and debate is for the group as a whole to participate in. It is not an argument between a couple of members.

https://www.co.washington.or.us/CAO/CPO/CCI/upload/5-Roberts-Rules-of-Orders-At-a-Glance.pdf

Amendment to a Motion

- Sometimes an amendment to the motion on the floor may be offered. An amendment must be seconded and then discussed.
- The Chair should say: "An amendment has been made and seconded that … Is there any discussion on the amendment?"
- A vote is first taken on the amendment.
- After the amendment is decided on, the discussion returns to the main motion (as amended if the amendment was passed). A vote is then taken on the main motion.

Point of Information

A member may raise a "Point of Information." For instance, he or she might state: "Point of Information. I don't understand the intent of this motion." The Chair should then clarify the intent of the motion or provide the information being requested. You may have to remind the member that a point of information is a question, not a statement.

Point of Order

Sometimes a member may rise on a "Point of Order," saying something like: "Point of Order. This discussion does not pertain to the motion on the floor." The Chair should make a ruling and say something like: "Your point is well taken and I direct the member speaking to address the motion on the floor."

Chart of Motions & Procedures

Purpose	You Say	Can Interrupt	Requires a Second	Debat able	Can be Amended	Vote Required
Close the meeting	I move to adjourn	No	Yes	No	No	Majority
Register a complaint	I rise to a question of privilege	Yes	No	No	No	None
Lay the motion aside temporarily	I move to table the motion	No	Yes	No	No	Majority
End debate	I call the question; OR I move to end debate	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to…	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to…	No	Yes	Yes	Yes	Majority
Refer to a committee	I move to refer the motion to…	No	Yes	Yes	Yes	Majority
Modify the wording of the motion	I move to amend the motion by…	No	Yes	Yes	Yes	Majority
Postpone the decision indefinitely	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Request for Information	Point of Information	Yes	No	No	No	None
Take the matter from the table	I move to take from the table	No	Yes	No	No	Majority