

Roberts Rules of Order

- **Helps guide everyone so that meetings are fair and organized.**

Rules:

- Everyone has the right to participate in discussion if they wish
- Everyone has the right to know what is going on at all times
- Only urgent matters may interrupt a speaker
- Only one thing can be discussed at a time

A **Motion** is the topic that is being discussed. These topics may include minutes or notes from previous board meetings, review of financial reports, or other decisions. A motion requires a "second" to be considered. Each motion must be decided upon, (passed, not passed, put away until later, referred to committee, or postponed indefinitely) before another motion can be made.

About Motions

1. Everyone has a right to share thoughts and ideas about a topic or something you want people to know or something you don't understand.
2. Each motion must have an ending:
 - Passed
 - Defeated – did not pass
 - Tabled – wait until the next meeting to make a final decision
 - Referred to committee – a committee will look into the topic
 - Postponed but no date given to make a decision

How to Make a Motion

1. A member raises his/her hand when nobody else is talking.
2. The President calls the member by name.
3. The member makes the motion: "I move that..." or "I move to..."
4. Another member seconds the motion: "I second the motion" or "I second it" or "second".
5. The President states the motion: "It is moved and seconded that..."
6. The President asks if there are any questions or discussion about the motion.
7. Once all questions have been asked and answered, and discussion has taken place, the President asks members to vote on the motion: "All in favor of..., please say 'yes'; any opposed say 'no'". If there are more 'yes' than 'no's', the motion passes; more 'no's than 'yes', the motion does not pass. The President announces if the motion passes or not.
8. The President can ask that the vote be taken by a show of hands or by ballot instead of by saying 'yes' or 'no'.

How To Do Things During a Meeting

To start the meeting

To start the meeting, the president calls the meeting to order.

"I call the board meeting to order".

You want to bring up a new idea before the group.

After recognition by the President of the board, present your idea or topic. A second is required for the idea or topic (also called a motion) to go to the floor for discussion or consideration.

"I make a motion that we write a letter to the editor of the newspaper about the Governor's budget".

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to change the wording by saying the changes you want to make.

"I move that we change the wording so that everyone can understand. The words are confusing and we shouldn't use initials".

You want more time to study or learn more about the idea of topic being discussed.

Move to refer to a committee. Try to be specific as to what you want the committee to do.

"I move that the finance committee learns more about

You want more time personally to study the proposal being discussed.

Move to postpone to a specific time or date.

"I move that we learn more about this topic and make a decision at our next board meeting on September 7, 2015".

You are tired of the current discussion.

Move to limit discussion with a time limit or only having a set number of people talking. Board members will have to vote to limit discussion, and it has to pass with 2/3 of board members saying 'yes'.

"I move that we only talk about this for 15 more minutes" or "I move that only 3 more people can share their thoughts on this topic".

You have heard enough discussion.

Move to close the discussion. Board members will have to vote to close the discussion, and it has to pass with 2/3 of board members saying 'yes'.
"I move that we end this discussion".

You want to postpone a motion until some later time.

Move to table the motion; tabling just means postponing it until another meeting. Be sure to discuss when you would like to bring it up again.
"I move that we table the motion until our next board meeting on December 4, 2015".

You believe the discussion has drifted away from the agenda and want to bring it back.

Call for a point of order, and politely remind the group what topic should be discussed.
"I call for a point of order so that we can get back to talking about the plan for next year's rally".

You want to take a short break.

Move to take a break for a set period of time.
"I move that we take a break for ten minutes".

You want to end the meeting.

A member makes a move to adjourn or end the meeting.
"I move we adjourn or end the meeting".

You are confused about a procedure being used and want clarification.

Without recognition, call for Point of Information or Point of Parliamentary Inquiry. The president of the board will ask you to state your question and will attempt to clarify or explain the situation.
"I call for a Point of Information. I do not understand the words that are being used or how it applies to self-advocates".

You may interrupt a person who is talking for these reasons only:

to get information about business – **point of information**
to get information about rules – **parliamentary inquiry**
if you can't hear, safety reasons, comfort, etc. – **question of privilege**
if you see a breach of the rules – **point of order**
if you disagree with the president of the board's ruling – **appeal**