

# Rock it like Robert

## MEETING CONDUCT

- ★ FOLLOW THE AGENDA ★ REMAIN RESPECTFUL ★ BE CURIOUS
- ★ BE CLEAR & CONCISE ★ STAY ON TOPIC ★ SHARE THE FLOOR
- ★ PRIORITIZE THE MISSION



**Always debate ideas,  
not people.**

## BASIC MOTION PROCESS

1. **INTRODUCE MOTION:** *I move that \_\_\_\_\_.*
2. **AGREE TO CONSIDER MOTION:** *I second the motion.*
3. **REPEAT MOTION:** *The motion on the table is [state motion].*
4. **DISCUSS MOTION**  
**\*\*If all are in obvious agreement, save time:** *If there is no objection, we will adopt the motion to [state motion]. [WAIT FOR ANY OBJECTIONS]. Hearing no objections, the motion to [state the motion] is approved.*
5. **AMEND MOTION AS NEEDED:** *I move that we amend the motion by \_\_\_\_\_.*
6. **RESTATE MOTION & VOTE:** *The question is on the adoption of the motion that [state motion]. Those in favor say "aye". Those opposed say "no".*
7. **ANNOUNCE THE VOTE:** *The [state ayes or no's] have it, and the motion to [state motion] is [approved / lost].*



Only if you have a conflict of interest should you abstain (not participate in discussion or voting). Otherwise, you should always cast a vote either for or against the motion—voting is your job.

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## PROCESS PHRASES

- **END MEETING:** *I move that we adjourn.*
- **TAKE A BREAK:** *I move that we recess until \_\_\_\_.*
- **REFOCUS ON PROPER PROCEDURE:** *Point of order* 🗣️
- **RAISE ACCESSABILITY OR MISCONDUCT CONCERNS:** *Point of privilege.* 🗣️
- **PROCEDURAL QUESTION (NOT DEBATE):** *Point of parliamentary inquiry.* 🗣️
- **REORDER AGENDA ITEMS:** *I move we suspend the rules and [state requested change, specific agenda item, & proposed sequence].*
- **VERIFY ACCURACY OF VOTE COUNT:** *Division of the house.*

## COMMON MOTION PHRASES

- **INTRODUCE AN IDEA:** *I move that \_\_\_\_.*
- **PROPOSE EDITS:** *I move we amend the motion by \_\_\_\_.*
- **REQUEST DETAILS/CLARIFICATION\*\*NOT DEBATE:** *Point of information. [follow with your question]* 🗣️
- **REQUEST MORE RESEARCH:** *I move we refer this to the [state appropriate committee name] for...*
- **REQUEST TIME TO THINK:** *I move we postpone this motion until \_\_\_\_ so we can have more time to review and consider the details of this motion.*
- **POSTPONE VOTE/DISCUSSION:** *I move we table this motion by \_\_\_\_.*
- **MANAGE DISCUSSION TIME:** *I move we [limit / extend] debate to XX minutes per speaker.*
- **SUGGEST ENDING DISCUSSION:** *Call for the question.*
- **REVISIT PRIOR DECISION:** *I move we reconsider our action on...*
- **REVISIT TABLED MOTION:** *I move we take from the table...*

🗣️ indicates you may interrupt a speaker