

KEY NOTES

Robert's Rules of Order
At-A-Glance
A Guide To Business Meetings



based on *Robert's Rules of Order*
Newly Revised (9th Edition)

USUAL ORDER OF BUSINESS IN ORDINARY SOCIETIES

Call to order.

Presiding Officer stands, waits or signals for quiet, and says,
"The Meeting will come to order."

Opening Ceremonies or Exercises. (optional)

May include invocation, then patriotic ceremony, ritual briefly recalling the objects or ideals of the organization, etc.

1. *Reading and Approval of Minutes.*

Presiding Officer say,

"The Secretary will read the minutes".

"Are there any corrections to the minutes"?

"If there are no corrections [or "no further corrections"], the minutes stand [or "are"] approved [or "are approved as read," or "approved as corrected"].

2. *Reports of Officers, Boards, and Standing Committees.*

Presiding Officers says,

"May we have the Treasurer's report."

"The chair recognizes Ms. _____, Chairman of the _____ Committee for a report."

"Does the _____ Committee have a report?"

3. *Reports of Special (Select, or Ad Hoc) Committees*

Presiding Officers calls on committees in the order in which they were appointed. Only those special committees that are prepared, or were instructed, to report on matters referred to them should be called on.

"The next business in order is hearing reports of Special Committees. -- The _____ Committee will report."

4. *Special Orders.*

Presiding Officer will take up any unfinished special orders left pending from the previous meeting, or items of business that were made special orders for the present meeting.

"At the last meeting, the resolution relating to _____ was made a special order for this meeting [or, of the special order was made by postponement, "...was postponed to this meeting and made a special order."]

5. *Unfinished Business and General Orders.*

Presiding Officer says,

"Under Unfinished Business and General Orders, the first item of business is the motion relating to _____, which was pending when the last meeting adjourned.

6. *New Business.*

The Presiding Officer asks,

"Is there any new business?"

"Is there any further new business?"

Announcements.

The Presiding Officer asks,

"Are there any announcements?"

Program.

The Presiding Officer will say,

"The program will be introduced by the Program Committee Chairman."

Adjournment.

The Presiding Officer:

"If there is no further business to come before this assembly, the meeting is adjourned.

Note: The meeting may also be adjourned by the motion to adjourn (second and majority vote.)

(RONR 1990, 40, pages 347-370)

WHAT MOTION TO USE

Purpose	Motion to Use
To introduce a subject to the assembly.	Main Motion.
To kill the main motion.	Postpone indefinitely.
To modify or change the motion.	Amend.
To investigate the question before voting upon it.	Commit.
To defer action until a later time or the next meeting.	Postpone to a certain time.
To change the rules of the debate.	Limit or extend limits of debate. (Two-thirds vote)
To stop debate.	Previous question. (Two-thirds vote)
To temporarily lay aside the pending question.	Lay on the table.
To provide for an intermission.	Recess.
To close the meeting.	Adjourn.
To reverse the decision of the chair.	Appeal.
To allow the organization to take action prohibited by the standing rules.	Suspend the rules.
To call attention to a violation.	Point of order.
To obtain information or make a request of any kind.	Request.
To obtain parliamentary information.	Parliamentary Inquiry.
To suppress the question. (motion)	Withdraw the motion.
To determine correctness of a voice vote as announced by the chair.	Division of the assembly. (Rising vote)
To bring a question before the assembly that has been tabled	Take from the table.
To correct hasty action.	Reconsider the vote.
To annul an action previously taken.	Rescind.
To validate a previous unofficial act.	Ratify.

MINUTES

Minutes Should Contain:

1. A record of what was done at the meeting, not of what was said by the members.
2. The first paragraph should contain the following:
 - a. The kind of meeting: regular, special, adjourned regular, or adjourned special.
 - b. The name of the society or assembly.
 - c. The date and time of the meeting, and the place, if it is not always the same.

- d. The fact that the regular chairman and secretary were present, or, in their absence, the names of the persons who substituted for them.
 - e. Whether the minutes of the previous meeting were read and approved - as read, or as corrected - the date of that meeting being given if it was other than a regular business meeting.
3. The body of the minutes should contain a separate paragraph for each subject matter with the name of the mover for all motions, and should show all main motions and the disposition of same, secondary motions, notices of motions and all points and order of appeals.
 4. The last paragraph should state the hour of adjournment.
 5. Minutes should be signed by the secretary.

(RONR 1990, 47, pages 458-461)

KINDS OF MOTIONS

<i>Main Motion</i>	-Brings business before the assembly for consideration or action.
<i>Subsidiary Motions</i>	-Assist the assembly in treating and disposing of main (and some times other) motions.
<i>Privileged Motions</i>	-Do not relate to pending business, but have to do with special matters of immediate importance.
<i>Incidental Motions</i>	-Relate to pending or other business at hand, and must be decided before business can proceed and are undebatable.

Motions That Bring Back A Question						
13 Amend Something Previously Adopted	N	Y	Y	Y	*	Neg.
32 Discharge a Committee	N	Y	Y	Y	*	Neg.
72 Reconsider	*	Y	*	N	MJ	N
75 Rescind	N	Y	Y	Y	*	Neg.
80 Take from the table	N	Y	N	N	MJ	N

MJ - Majority
Neg - Negative Vote Only
*** - Refer to Robert's Rules of Order Newly Revised**

(RONR 1992, 6, pages 61-74)

OBTAINING THE FLOOR and PROCESSING A MAIN MOTION

1. Member addresses the Presiding Officer,
"Mr./Madam President."
2. Presiding Officer recognizes member by calling his/her name.
3. Member proposes motion,
"I move that ____."
4. Another member seconds the motion,
"I second the motion."

5. Presiding Officer states the motion,
"It has been moved and seconded that _____."
6. Presiding Officer calls for debate,
"Is there any discussion?" "Are there any remarks?" "Are you ready for the question?"
7. Presiding Officer takes the vote when the debate has ended.
"The question is on the adoption of the motion that _____."
"Those in favor say, 'Aye'. Those in favor say, 'No'."
8. Presiding Officer announces the results of the vote.
"The yeas have it. The motion is carried, and we will (repeat motion)."
"The nays have it. The motion is lost, and we will not (repeat motion)."

(RONR 1990, 3, pages 28-56)

AMENDMENTS

Three Basic Processes of Amendment

1. *To insert or add*
"I move to amend the motion by inserting the word, 'red', before the word, 'roses'."
2. *To strike out*
"I move to amend the motion by striking out the words, 'long stemmed', before the word, 'roses'."
3. *To strike out and insert*
"I move to amend the motion by striking out the word, 'flowers', and inserting the word, 'roses'."

To substitute is to strike out a paragraph, or entire text and insert another. An amendment must be related (germane) to the motion being carried. An amendment is voted upon first; then the motion as it is amended is voted upon.

(RONR 1990, 12, pages 131-164)