

ROBERTS RULES OF ORDER



URGENT/ADMINISTRATIVE: Decided by a simple majority vote.

- URGENT means the motion is time-sensitive and needs to be acted on quickly.
- ADMINISTRATIVE means the motion deals with administrative details that won't affect the groups in any noticeable or significant way. It's like a "housekeeping" item.

TABLE: (requires a motion)

- Definition: We are **putting the motion off in the moment** to a later time (generally in that meeting) and it will require the step of a motion to take it off the table.
- **How it gets off the table:** If not revisited in that meeting, likely it will be **automatically** put into OLD BUSINESS for the **next meeting** (not debatable / simple majority / no motion to reconsider or minority opinion)

POSTPONE: (requires a motion)

- Definition: Postpone it TO A SPECIFIC TIME (it makes sense to deal with it at a specific time in the future for whatever reason)

[Gets put into OLD BUSINESS AT THAT FUTURE DATE]

AMENDMENTS:

- **FRIENDLY:** Say, "I'd like to propose a friendly amendment". Given by someone trying to clarify or improve a motion without changing the meaning or intent. Does not require a second, discussion or vote. It needs to be approved by the motion-maker and the 2nd.
- **REGULAR:** Say, "I move to amend this motion by...." These change the meaning and intent of the motion. The proposed amendment must be seconded, discussed and voted on.

The amendment itself requires a vote BEFORE the vote on the motion itself (2/3 majority).

Note: If a motion is amended after it has been taken back to the groups, it does not need to go back to the groups again because of the right to decide (Concept 3).

WITHDRAW A MOTION:

- If the person who made the motion changes their mind and wishes to withdraw the motion, the chair asks if there are any objections.
- If there are any objections, the body must vote on allowing the withdraw with a simple majority required to approve the withdrawal.
- Withdrawing the motion is usually not allowed if it has already been tabled taken back to the groups

VOTING PROCEDURES

4. Chair re-reads the motion aloud
5. "All in favor"
6. "All opposed"
7. "Would the minority opinion like to be heard?"

REMINDER: The minority opinion is only for people who were on the non-prevailing side. It is used 1) for new concerns 2) if anyone feels they haven't expressed themselves adequately 3) if someone feels they feel the body is making a serious mistake.

6. "Does anyone on the prevailing side want to change their vote?"

- If YES
 - o "So, by default, there's a **Motion to Reconsider**
Do I hear a 2nd?"
 - "All in favor of re-opening discussion"
 - "All in favor of treating this vote as final"
 - Simple Majority Vote
 - If YES: Motion starts over and we go into Discussion then we vote. (Vote is Final / No minority opinion)
- If NO: Motion Passes/Fails

POINT OF INFORMATION:

- Primarily used when 1.) Someone has a question to ask ... or 2.) When they need some additional information (sometimes it's about them wanting to offer additional information)

POINT OF ORDER:

- At any time, a member can go to the microphone to and say, "Point of order". This is used when there is a question or concern that proper procedures aren't being followed.

Don't be afraid to speak up - it helps everyone!