

Robert's Rules of Order

Parliamentary Procedure so everyone will understand the business being conducted and to prevent confusion.

1. A motion must be on the floor and 2nded before any discussion can take place.
2. To make a motion you must stand and address the chair as Madame Chair or Madame President. Be recognized by the chair.
3. State your name. Then make your motion concise and to the point. "I move that we" etc. (avoid personality statements- stay on the subject)
4. If no 2nd to the motion it is lost. If the motion is 2nded, the Chair will restate your motion to the membership. The motion is now the property of the membership to be debated and then a vote.
5. The mover may explain the motion. Comments and debate must be directed to the Chair, not the Mover. Time limit to speak is 1 minute and you may speak only once on the motion, unless the chair ask you to speak.
6. The question (to vote) may be called by a member or the Chair. No further discussion may take place.
7. A friendly amendment to the motion can be made and must be voted on before the main motion.
8. Voting will be by Aye or No or Abstain. If there is a doubt as to the voice vote, the vote will be by show of hands.
9. A motion to table usually kills a motion, but it can be taken from the table and continue the debate process and vote.
10. I will allow motions that are in Order. Members must obtain the floor properly to speak. Must speak clearly and concisely to the issue Must obey the rules of debate. Most importantly, BE COURTEOUS

Roll Call
Call of Order
Order of meeting
Minutes
Officers Reports
Committee Reports
Special Orders (Constitution or By-Laws)
Unfinished Business
New Business
Announcements
Adjournment