



# Roberts Rules of Order

## *Basics*

### **ADDRESSING THE CHAIR**

- All meeting should be conducted from the chair (usually the president)
- You should address the chair referring to the presiding officer as “Brother President”

### **OBTAINING THE FLOOR**

- Before you can speak in debate or make a motion, you must obtain the floor
- Raise your hand and be recognized
- While speaking, stand and address the chair (Brother President)
- When you are finished, take a seat to yield the floor

### **MAKING A MOTION**

- To make a motion say - “I move to...”; another member must “Second”. Second means that the motion should move to the floor, not that they are in favor of the motion
- If the motion is approved or passed, it is “carried.”
- If it is decided against the motion, it is rejected or lost.
- Nothing can be a discussion without it moving the the floor.

### **AMENDING A MOTION**

- Modifying the wording
- Handled the same way as making a motion

### **APPROVAL OF THE MINUTES**

- At the beginning of the meeting, copies of the minutes should be distributed
- The chair asks “Are there any corrections to the minutes?” PAUSE. VP of Administration says “If there are no corrections, the minutes stand approved”

### **POINT OF ORDER**

- If a member thinks the rules of the meeting are being violated, he may say “Point of Order” and thus calling upon the chair to make a ruling and enforce the regular rules.
  - It can be applied to any breach in the meeting’s rules Is in order when another has the floor.
  - Does not require a second.
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## POSTPONE INDEFINITELY

- Assembly declines to take a position on the main question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences
  - Is out of order when another has the floor
  - Must be seconded
  - Is debatable
  - Is not amended
  - Requires a majority vote

## *So, What Do I Say?*

To:	You Say:	Second?	Debatable?	Amendable?	Vote Needed
Address the Chair	"Brother President"	No	No	No	None
Adjourn	"I move that we adjourn"	Yes	No	No	Majority
Recess	"I move that we recess until..."	Yes	No	No	Majority
Register a Complaint	"I rise to a question of privilege"	Yes	No	No	Chair Decides
Suspend Motion	"I move that we table it"	Yes	No	No	Majority
End Debate/Discussion	"I move the previous question"	Yes	No	Yes	Majority
Amend a Motion	"I move that this motion be amended"	Yes	Yes	Yes	Majority
Introduce business	"I move that..."	Yes	Yes	Yes	Majority
Request Information	"Point of Information"	No	No	No	None

## *Why Use Roberts Rules of Order?*

- Formal business for chapter meetings
- Parliamentary procedure
- Conduct business in an effective and orderly manner