

Robert's Rules of Order Reference Sheet

(Excerpts and Summaries from Robert's Rules of Order Newly Revised in Brief)

A meeting begins when it is called to order by the presiding officer (Vice President). The chairman or president takes his or her place and says in a clear voice, "The meeting will come to order." Most meetings follow a traditional **order of business (or agenda)**.

Simplified Standard Order of Business:

- *Reading and Approval of Minutes* (Instead of reading the minutes, we will post them on the Student Government page of www.uncsa.edu before the meeting in which they will be approved.)
- *Reports* (Associates of the Cabinet)
- *Unfinished Business*
 - Includes the item that was actually in the process of being considered when the last meeting adjourned, followed by any items that were scheduled to come up at the last meeting but were not reached before its adjournment, in the order these were due to come up at the last meeting.
- *New Business* (Motions)

How to Make a Motion

A **motion** is a formal proposal by a member, in a meeting, that the group take certain action. Only one main motion can be before the assembly for action at a time. It is *very* important to say *precisely* what the words of the motion are to be.

Member A [Stands]: Mr. President! (In our case, Madam Vice President!)

Chair: Mr. A.

Member A: I Move that...[insert motion]

Member B [Seated]: Second!

Chair: It is moved and seconded that...[insert motion]

When a main motion has been stated by the chair, it is said to be pending-or, commonly, "on the floor." It is then before the group for debate and action.

- Whoever made the motion has the floor first to make positive debate.
- The chair will then ask for negative debate and will continue to alternate in asking for positive and negative debate.
- Each delegate has 3 minutes to speak and may speak twice on the same motion on the same day unless a motion is adopted to alter these parameters.
- *Amending a Motion:* Amendments should say *exactly* where in the main motion the change is to be made, and *precisely* what words to use. You can add words, strike out words, or substitute words.

End of Debate and Voting

- 1) If a delegate wants to end debate on a motion and proceed to a vote, he or she must be recognized by the chair and then state "**I move the previous question,**" after which it must be seconded and adopted by a two-thirds vote.
- 2) *Or...* When no one else seeks recognition to debate, the chair may ask, "**Is there any further debate?**" If there is still no effort to get the floor for further debate-the chair stands and puts the question to a vote by stating that "**The question is on the adoption of the motion that...[insert motion].**"
 - In either case, a vote on the main motion will be taken: either a voice vote or a show of hands. The chair will announce whether or not the motion is adopted, then will move on to the next order of business.

The chair will announce the adjournment of the meeting.