

TOP 10 ROBERT'S RULES OF ORDER FOR MEETINGS

1. You want to bring up a new idea before the group or approve an idea being discussed.

- ☑ In order to make a motion or talk during the discussion, you must be “given the floor” by being called on by the Chair.

✚ Take Action (“**Make A Motion**”):

Say “**I move to...**” and tell people what you think the Council should do and what action it should take. **Be specific.** Sometimes it helps to write out the motion and read it.

✚ A Second Person Must Agree:

A second person must agree with you and say that he or she “**second**” your idea or motion in order for the group to talk about and consider your motion.

✚ A Majority Vote Is Needed:

More than half of Council members



2. You want to change some the wording in a motion already being discussed.

- ☑ In order to make a motion or talk during the discussion, you must be “given the floor” by being called on by the Chair.

+ Suggest A Change (“**Move To Amend**”):

Say “**I move to amend this motion by...**”

+ Tell How Your Change Will Be Made:

Tell the group, you wish to amend by: adding words and/or deleting words

+ A Second Person Must Agree:

Another person must “**second**” your idea

+ A Majority Vote Is Needed



3. You want more research or thought about the idea being discussed.

- ☑ In order to make a motion or talk during the discussion, you must be “given the floor” by being called on by the Chair.

+ Suggest it go to a committee:

Say “**Move To Refer To A Committee**”: Try to be specific and explain exactly what you think the responsibility of the committee should be.

+ A Second Person Must Agree:

Another person must “**second**” your idea

+ A Majority Vote Is Needed



4. You want more time personally to think about what is being discussed.

- ☑ In order to make a motion or talk during the discussion, you must be “given the floor” by being called on by the Chair.

+ Suggest a delay to approving item:

Say “**Move To Postpone (Or Table)**” To The Next Meeting.

+ A Second Person Must Agree:

Another person must “**second**” your idea.

+ A Majority Vote Is Needed



5. You have heard enough discussion.

- ☑ In order to make a motion or talk during the discussion, you must be “given the floor” by being called on by the Chair.

+ Suggest an end to the discussion:

Say “**Move To Close The Discussion**” This cuts off

discussion and brings the group to a vote on the question being

✚ A Second Person Must Agree:

Another person must “**second**” each of the above motions.

✚ A Majority Vote Is Needed



6. You believe the discussion has drifted away from the agenda and want to bring it back.

- ☑ In order to make a motion or talk during the discussion, you must be “given the floor” by being called on by the Chair.

✚ Suggest we get back on topic:

Say “**Call For Orders Of The Day**”: This asks the group to go back to the agenda. **It does not require a second.**



7. You are confused about what is being discussed and want clarification.

- ☑ In order to make a motion or talk during the discussion, you must be “given the floor” by being called on by the Chair.

✚ Stop discussion for a question:

Say “**Call For A Question**” or “**I have a question**” The Chair will ask you what your question is. **No second is required.**



8. You want to take a short break.

- ☑ In order to make a motion or talk during the discussion, you must be “given the floor” by being called on by the Chair.

✚ Suggest a break:

Say “**Move To Recess**” for a set period of time: Tell the group how long of break you are requesting.

✚ A Second Person Must Agree:

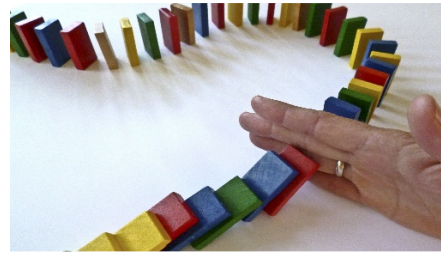
Another person must “**second**” this motion.

✚ A Majority Vote Is Needed



9. You may INTERRUPT a speaker for these reasons:

- ✚ To get information about business – **Point of Question**
- ✚ If you can't hear, safety reasons, comfort, etc. – **Question of Privilege**
- ✚ If you see a break of the rules – **Point of Order**



10. You would like the meeting to end

- ☑ In order to make a motion or talk during the discussion, you must be “given the floor” by being called on by the Chair.

✚ “Move to Adjourn”:

State “I move to adjourn the meeting.”

✚ A Second Person Must Agree:

Another person must “**second**” this motion.

✚ A Majority Vote is Needed

