

# Robert's Rules of Order Summary

## Motion

Member 1: Makes the motion. "I move that \_\_\_\_\_."

Member 2: "I second the motion"

MC states the question (repeats the motion)

MC: "Is there any discussion"

MC: "We will now vote on (repeat the motion).  
"All in favor will vote by the voting sign of the order, all opposed the same sign"

Then motion is carried or defeated

## Polite Discussion

- Stand if you wish to speak.
- MC will ask you to speak at the appropriate time.
- Speak to the topic or motion at hand!
- If you wish to raise something not on the agenda, please wait for the appropriate time.
- If you wish to make a suggestion regarding the motion on the floor, form it in terms of an amendment.
- Your amendment will need seconding, after which it will become the current item on the floor.

## Basic Guidelines

Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.

All members have equal rights, privileges, and obligations. The majority has the right to decide. The minority has rights, which must be protected.

A quorum must be present for the group to act. Full and free discussion of every motion considered is a basic right.

No member can speak until recognized by the MC.

Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.

No one can speak a second time on the same question as long as another wants to speak a first time.

## Terms to Know

Motion: A proposal or resolution by a member that the Chapter needs to take a certain action or view.

Main Motion: A motion to introduce a principal subject. Only one main motion can be considered at a time and must be disposed of before another main motion may be considered.

Motion to lay on the table: A pending question for an indefinite amount of time.

Motion to take from the table: A motion enabling the Chapter to resume consideration of a previously tabled item.

Point of Order: To object to a proceeding as being in conflict with the rules of procedure. The MC must recognize the point.

Friendly Amendment: A small change to an original motion. Those who made a seconded the original motion must agree to the amendment.

Motion to Adjourn: A motion made at the conclusion of a meeting.

Majority Vote: More than half of the votes.

Quorum: The number of members required in the by-laws to hold a legal meeting.