Attachment 2 -

Robert's Rules of Order Basic Principles

- → 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.
- → Only one question at a time can be considered at any given time.
- → 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 member can speak until recognized by the chair.
- No one can speak a second time on the same question as long as another wants to speak a first time.
- ★ The chair should be strictly impartial.



Adapted from Roberts Rules of Order, 10th edition

Attachment 3 – Parliamentary Procedure "Lingo"

Motion

A proposal or resolution by a member that the assembly take a certain action or express a certain view. A motion is considered out of order if it conflicts with the constitution or by-laws of the group.

Main Motion

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

Motion to Lay on the Table (or Tabling)

A motion to lay aside a pending question for an indefinite amount of time.

Motion to Take from the Table

A motion enabling the assembly 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 chair must recognize the point.

Previous Questions

A motion to end debate, which requires the assembly to vote on the issue at hand. The motion must be suspended, requires a 2/3 vote, and is not debatable.

Friendly Amendment

A small change to an original motion. Those who made and seconded the original motion must agree to the amendment.

Motion to Adjourn

A motion made at the conclusion of a business meeting or at the final business session.

Majority Vote

More than half of the votes, or 50%+1

Quorum

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

Attachment 4 – Handling a Motion

Three steps by which a motion is brought before the group

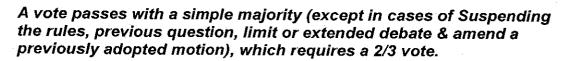
- 1. A member makes a motion.
- 2. Another member seconds the motion.
- 3. The chair states the question on the motion.

Three Steps in the Consideration of a Motion

- 1. The members debate the motion (unless no member claims the floor for that purpose).
- 2. The chair puts the question to a vote.
 - A. The chair restates the question.
 - B. The chair takes the vote:

"All in favor of the motion, say aye."

"Those opposed, say no."



- 3 The chair announces the result of a vote. A complete announcement should include:
 - A Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed)
 - B. Declaration that the motion is adopted or lost.
 - C. Statement indicating the effect of the vote or ordering its execution.
 - D. Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

Adapted from Roberts Rules of Order, 10th edition



Attachment 5 -

Parliamentary Procedures at a Glance

To do this	You say this	May you interrupt the speaker?	Must you be seconded?	Is the motion debatable?	What vote is required?
Adjourn meeting*	I move that we adjourn	No	Yes	No	Majority
Recess meeting	I move that we recess until	No	Yes	No	Majority
Complain about noise, room temp , etc.*	Point of privilege	Yes	No	No	No vote
Suspend further consideration of something	I move we table it	No	Yes	No	Majority
End debate	I move the previous question	No	Yes	No	2/3 vote
Postpone consideration of something	I move we postpone this matter until	No	Yes	Yes	Majority
Have something studied further	I move we refer this matter to committee	No	Yes	Yes	Majority
Amend a motion	I move this motion be amended by	No	Yes	Yes	Majority
Introduce business (a primary motion)	I move that	No	Yes	Yes	Majority
Object to procedure or personal affront*	Point of order	Yes	. No	No	No vote, chair decides
Request information	Point of information	Yes	No	No	No vote
Ask for actual count to verify voice vote	I call for a division of the house	No	No	No	No vote
Take up a matter previously tabled*	I move to take from the table	No	Yes	No	Majority
Reconsider something already disposed of*	I move we reconsider our action relative to	Yes	Yes	Yes	Majority
Vote on a ruling by the Chair	I appeal the Chair's decision	Yes	Yes	Yes	Majority
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