

Brief Action Guide to Robert's Rules of Order

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that to adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	President Decides
End debate	"I move the previous question"	No	Yes	No	No	2/3
Limit debate (set time limit per person)	"I move to limit discussion to..."	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Refer to Committee	"I move that the question be referred to the..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Withdraw a motion	"I ask permission to withdraw my motion."	No	Yes	No	No	Majority
Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority

If one of the above actions is on the table only a higher level item can be used.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	President decides
Request information	"Point of information"	Yes	No	No	No	None
Get back on track with agenda	"Call for orders of the day"	Yes	No	No	No	None
Consider something out of its scheduled order	"I move we suspend the rules and consider...:"	No	Yes	No	No	2/3
Vote on a ruling by the President	"I appeal the President's decision"	Yes	Yes	Yes	No	Majority
Get clarification on parliamentary rules	"Point of parliamentary inquiry"	Yes	No	No	No	None

VOMWD PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: *Nothing goes to Board discussion without a motion being on the floor. The only exception is a request for information. Staff's recommendation is informational and can be used for the motion or modified if required.*

The President Controls the Order of the Meeting

1. Obtaining and assigning the floor

A Director raises hand when no one else has the floor

- The President recognizes the Director by name

2. How the Motion is brought before the Board

- A Director makes the motion: *"I move that..." or "I move to..."*
- A different Director seconds the motion: *"I second the motion" or "I second it" or "Second"*
 - If there is no second then the motion dies
- The President states the motion: *"It is moved and seconded that..." Are you ready for the question?*

3. Consideration of the Motion

- Members can now discuss/debate the motion
- Each Director can gain the floor twice for up to 10 minutes each time
- Before speaking in debate, members obtain the floor (see 1 above)
- The maker of the motion has first right to the floor
- Debate must be confined to the merits of the motion
- Debate can be closed only by order of the Board (2/3 vote) or by the President if no one seeks the floor for further debate

4. The President puts the Motion to a vote

- The President asks the Board Secretary/Deputy Secretary to put the question to vote.
- Board Secretary/Deputy Secretary restates the motion and then performs a Roll Call Vote.

5. The President and/or Board Secretary/Deputy Secretary announces the results

- The ayes have it, the motion carries; or
- The nays have it and the motion fails

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Director: "I move that _____."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, you no longer support your motion.

- Without recognition, "I ask permission to withdraw my motion."

Withdraw must be approved by a majority of the Quorum. President can simply state, "Any objections to the Withdraw?"

AMENDING A MOTION

You want to change some wording of the motion being discussed. This cannot be used to change the intent of the motion.

- After recognition, "I move that the motion be amended by adding the following words _____."
- After recognition, "I move that the motion be amended by striking out the following words _____."
- After recognition, "I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

Amendment must be approved by a majority of the Quorum. President can simply state, "Any objections to the amendment?"

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "I move that the question be referred to the _____ committee."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "I move to limit discussion to two minutes per speaker."

RECESS

You want to take a break for a while.

- After recognition, "I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "I move to adjourn."

CALL FOR ORDERS OF THE DAY

If the President is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- President: "State your point."
- Director: "There is too much noise, I can't hear."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

Board Secretary/Deputy Secretary to advise Board on proper procedure

APPEAL THE DECISION OF THE PRESIDENT

You feel the President did not follow proper orders during decision.

Without recognition, "I appeal the decision of the president."

VOMWD Agenda and Robert's Rules of Order

To:	Responsible Party	Action:
Call the meeting to order	President	Rap the gavel "Calling the meeting of VOMWD Board to order"
Pledge of Allegiance	President	Lead pledge of allegiance
Attendance	Board Secretary/Deputy Secretary	Perform roll call
Consent Calendar – these items are routine in nature and typically noncontroversial.	President	President "Does anyone wish to remove any item from the consent calendar?" "Hearing no objections items numbered 3.A through 3.XX are adopted"
Consent Calendar – to remove an item	Objecting Director – no second required	"I Request item 3.XX be removed from the consent calendar for discussion." Removed item is moved to after rest of consent calendar is adopted
Approve Financials	Any Director	Director 1 – "I move that we...." Director 2 – "Second" *Roll Call Vote by Board Secretary/Deputy Secretary
Old/New Business	Any Director	Director 1 – "I move that we...." Director 2 – "Second" *Roll Call Vote by Board Secretary/Deputy Secretary
Adjourn Meeting	Any Director	Director 1 – "I move that we adjourn" Director 2 – "Second" President – "Hearing no objections I call the meeting to a close at ..."

*Board President Votes Last in any Roll Call Vote