# Guide to Robert's Rules of Order

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## Purpose of Parliamentary Procedure

Robert's Rules of Order are used to maintain order, fairness, and efficiency in meetings. They ensure that all voices are heard, that decisions are made democratically, and that records are accurate and clear.

## Basic Meeting Order of Business

- Call to Order
- Approval of Previous Meeting Minutes
- Reports of Officers and Committees
- Old (Unfinished) Business
- New Business
- Announcements
- Adjournment

## How to Make a Motion

A **motion** is a formal proposal for action.

1. A member says: **"I move that…"**
2. Another member says: **"Second."**
3. The President restates the motion.
4. The group **discusses** the motion.
5. The President calls for a **vote**.
6. Motion passes with a **majority vote**, unless stated otherwise.

If there is **no second**, the motion does not proceed.

## Common Motions and Phrases

| Purpose | Say This |
|---|---|
| **Make a proposal** | "I move that we…" |
| **Change a proposal** | "I move to amend the motion…" |
| **End debate and vote** | "I move the previous question." |
| **Postpone a vote** | "I move to table the motion." |
| **End the meeting** | "I move to adjourn." |
| **Ask a question** | "Point of information." |
| **Call out a mistake** | "Point of order." |

## Voting Rules

- A **simple majority** (more than 50%) is required for most decisions.
- The **President does not vote**, unless to break a tie.
- Votes may be by voice, show of hands, or written ballot as determined by the chair.

## Tips for Respectful Discussion

- Speak only after being recognized by the chair.
- Stay focused on the topic.
- One person speaks at a time.
- Debate the issue, not the person.
- Ask for clarification using “Point of Information.”

## Reference Resource

For more details, consult:

Robert’s Rules of Order, Newly Revised (12th Edition)

Or visit www.robertsrules.com