





“I SECOND THAT MOTION” ROBERT’S RULES OF ORDER

Monday, February 16th 12:00 Reed Library 4th Floor
Dr. Bruce Simon & Dr. Ana Maria Klein





Basics: Robert's Rules of Order


- Allow members of a deliberating body to conduct business in an orderly fashion.
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Purpose: Robert's Rules of Order

- Provide opportunities to:
 - work through issues fully and fairly
 - sustain a constructive & democratic forum
 - ensure the majority's will is carried out while minority voices are heard
 - complete business in a timely and efficient manner



Principles: Robert's Rules of Order

- Members should not be intimidated.
 - All questions should be thoroughly discussed before taking action.
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Assembly Rules

1. It's all about "Obtaining the floor" or having the right to speak.
2. A participant makes a motion
3. Another participant seconds the motion
4. Motioned item is discussed
5. Any modifications are done prior to vote
6. Discussion is completed by "calling the question"
7. Motioned item is voted on



Helpful Rules

1. No member can speak twice to the same issue until everyone else has spoken.
2. All remarks must be directed to the Chair and relevant to the motion being discussed.



Useful Vocabulary

1. Quorum: simple majority.
2. Main Motion: the motion on the floor
3. Second: signaling desire to discuss motion
4. Amend: change the language of the motion
5. Call the Question: signaling desire to end discussion and readiness for voting
6. Table: remove from discussion
7. Refer: give a committee responsibility to report back to full body

Good Basic Example

- <http://www.youtube.com/watch?v=tNA74yKDs-w>