Robert's Rules of Order: Quick Reference Guide

What is Robert's Rules of Order?

- Widely used manual of **parliamentary procedure**
- Ensures **fairness**, **order**, and **efficiency** in meetings
- Promotes **democratic decision-making** and prevents confusion
- Used in clubs, organizations, boards, and assemblies

Voting Procedures

- **Types of Votes:**
  - *Voice Vote* (Aye/Nay) — quick, informal
  - *Show of Hands* — visible voting
  - *Roll Call* — individual member responses
  - *Ballot* — secret written vote
  - *General Consent* — no objection means approval
- **Majority Vote:** More than half of votes cast (typical standard)
- **Two-thirds Vote:** Needed for critical decisions (e.g., closing debate)
- **Tie Vote:** Motion fails (no majority)

Motions

- **Definition:** Formal proposals to take action
- **Types:**
  - *Main Motions* — introduce new business
  - *Subsidiary Motions* — change or delay main motion (e.g., Amend, Table)
  - *Privileged Motions* — urgent unrelated matters (e.g., Adjourn)
  - *Incidental Motions* — procedural questions (e.g., Point of Order)
- **Process:**
  1. Member *makes motion* ("I move that…")
  2. Another member *seconds* it
  3. Chair *states the motion*
  4. Members *debate*
  5. Vote is *taken*
- **Key Terms:** Second, Debate, Amend, Table, Call the Question

Order of Business

1. **Call to Order** — Chair opens meeting
2. **Approval of Minutes** — Review previous meeting record
3. **Reports** — Officers and committees share updates
4. **Unfinished Business** — Carryover items from prior meetings
5. **New Business** — New motions and topics introduced
6. **Announcements** — Information for members
7. **Adjournment** — Formal meeting close

Keywords

- **Quorum:** Minimum members required to conduct business
- **Motion:** Proposal for action
- **Second:** Support for a motion
- **Debate:** Discussion on motion
- **Amend:** Modify motion wording
- **Table/Postpone:** Delay consideration
- **Chair:** Person presiding over meeting
- **Minutes:** Official record
- **Point of Order:** Question about procedure
- **Call the Question:** End debate, proceed to vote