

Roberts Rules Of Order

Speedy
Study
Guides

ROBERT'S RULES OF ORDER

Parliamentary Procedure for Meetings

Robert's Rules of Order is the standard for facilitating discussions and group decision-making. Copies of the rules are available at most bookstores. Although they may seem long and involved, having an agreed-upon set of rules makes meetings run easier. Robert's Rules will help your group have better meetings, not make them more difficult. Your group is free to modify them or find another suitable process that encourages fairness and participation, unless your bylaws state otherwise.



Here are the basic elements of Robert's Rules, used by most organizations:

- 1. Motion:** To introduce a new piece of business or propose a decision or action, a motion must be made by a group member ("I move that..."). A second motion must then also be made (raise your hand and say, "I second it.") After limited discussion the group then votes on the motion. A majority vote is required for the motion to pass (or quorum as specified in your bylaws.)
- 2. Postpone indefinitely:** This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting; it may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
- 3. Amend:** This is the process used to change a motion under consideration. Perhaps you like the idea proposed but not exactly as offered. Raise your hand and make the following motion: "I move to amend the motion as the Speaker." This also requires a second. After the motion is amended or seconded, a majority vote is needed to decide whether the amendment is accepted. Then a vote is taken on the amended motion. In some organizations, a "friendly amendment" is made, if the person who made the original motion agrees with the suggested changes, the amended motion may be voted on without a separate vote to approve the amendment.
- 4. Commit:** This is used to place a motion in committee. It requires a second. A majority vote must be carried. At the next meeting the committee is required to prepare a report on the motion committed. If an appropriate committee exists, the motion goes to that committee; if not, a new committee is established.
- 5. Question:** To end a debate immediately, the question is called (say, "I call the question") and needs a second. A vote is held immediately (no further discussion is allowed). A two-thirds vote is required for passage. If it is passed, the motion on the floor is voted on immediately.
- 6. Table:** To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting; in the meantime, we will get more information so we can better discuss the issue.") A second is required and a majority vote required to table the item being discussed.
- 7. Adjourn:** A motion is made to end the meeting. A second motion is required.

Filesize: 6.65 MB

Reviews

Basically no phrases to clarify. It really is written in straightforward phrases rather than hard to understand. You will not sense monotony at any moment of your own time (that's what catalogues are for concerning if you ask me).
(Doris Beier)

ROBERTS RULES OF ORDER



To download **Roberts Rules Of Order** eBook, you should follow the link beneath and save the document or have accessibility to other information which might be related to ROBERTS RULES OF ORDER ebook.

Speedy Publishing LLC. Paperback. Condition: New. 4 pages. Dimensions: 11.0in. x 8.5in. x 0.0in. Roberts Rule of Order is a reference guide design to provide direction for the orderly conduct of meetings. It is beneficial in that it is written in detail and can cover meetings by any type of group or board. It can be used as a reference guide as it is currently published and aides a body seeking to design rules of procedures as to how they will conduct their own meetings. This item ships from multiple locations. Your book may arrive from Roseburg,OR, La Vergne,TN. Paperback.

-  [Read Roberts Rules Of Order Online](#)
-  [Download PDF Roberts Rules Of Order](#)
-  [Download ePUB Roberts Rules Of Order](#)

Other eBooks



[PDF] **Good Nights Now: A Parent s Guide to Helping Children Sleep in Their Own Beds Without a Fuss! (Goodparentgoodchild)**

Click the hyperlink beneath to download "Good Nights Now: A Parent s Guide to Helping Children Sleep in Their Own Beds Without a Fuss! (Goodparentgoodchild)" document.

[Read PDF »](#)



[PDF] **Everything Ser The Everything Green Baby Book From Pregnancy to Babys First Year An Easy and Affordable Guide to Help Moms Care for Their Baby And for the Earth by Jenn Savedge 2009 Paperback**

Click the hyperlink beneath to download "Everything Ser The Everything Green Baby Book From Pregnancy to Babys First Year An Easy and Affordable Guide to Help Moms Care for Their Baby And for the Earth by Jenn Savedge 2009 Paperback" document.

[Read PDF »](#)



[PDF] **Learn the Nautical Rules of the Road: An Expert Guide to the COLREGs for All Yachtsmen and Mariners**

Click the hyperlink beneath to download "Learn the Nautical Rules of the Road: An Expert Guide to the COLREGs for All Yachtsmen and Mariners" document.

[Read PDF »](#)



[PDF] **Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginner s Crochet Guide with Pictures)**

Click the hyperlink beneath to download "Crochet: Learn How to Make Money with Crochet and Create 10 Most Popular Crochet Patterns for Sale: (Learn to Read Crochet Patterns, Charts, and Graphs, Beginner s Crochet Guide with Pictures)" document.

[Read PDF »](#)



[PDF] **How to Write a Book or Novel: An Insider s Guide to Getting Published**

Click the hyperlink beneath to download "How to Write a Book or Novel: An Insider s Guide to Getting Published" document.

[Read PDF »](#)



[PDF] **Fun to Learn Bible Lessons Preschool 20 Easy to Use Programs Vol 1 by Nancy Paulson 1993 Paperback**

Click the hyperlink beneath to download "Fun to Learn Bible Lessons Preschool 20 Easy to Use Programs Vol 1 by Nancy Paulson 1993 Paperback" document.

[Read PDF »](#)

**[PDF] A Smart Kid's Guide to Avoiding Online Predators**

Follow the hyperlink under to get "A Smart Kid's Guide to Avoiding Online Predators" PDF file.

[Save PDF »](#)

**[PDF] eBook Millionaire: Your Complete Guide to Making Money Selling eBooks-Fast!**

Follow the hyperlink under to get "eBook Millionaire: Your Complete Guide to Making Money Selling eBooks-Fast!" PDF file.

[Save PDF »](#)

**[PDF] The Official eBay Guide: To Buying, Selling and Collecting Just About Everything**

Follow the hyperlink under to get "The Official eBay Guide: To Buying, Selling and Collecting Just About Everything" PDF file.

[Save PDF »](#)

**[PDF] The Complete Idiots Guide Complete Idiots Guide to Baby Sign Language by Diane Ryan 2006 Paperback**

Follow the hyperlink under to get "The Complete Idiots Guide Complete Idiots Guide to Baby Sign Language by Diane Ryan 2006 Paperback" PDF file.

[Save PDF »](#)

**[PDF] Kingfisher Readers: Your Body (Level 2: Beginning to Read Alone) (Unabridged)**

Follow the hyperlink under to get "Kingfisher Readers: Your Body (Level 2: Beginning to Read Alone) (Unabridged)" PDF file.

[Save PDF »](#)

**[PDF] Abc Guide to Fit Kids: A Companion for Parents and Families**

Follow the hyperlink under to get "Abc Guide to Fit Kids: A Companion for Parents and Families" PDF file.

[Save PDF »](#)