

Quick-Start Guide to Robert's Rules of Order

Essential Training for Board and Committee Members

Why Use Robert's Rules?

To keep meetings focused, fair, and productive, and to ensure that decisions are made properly, with everyone's rights protected.

THE BASICS

1. Make a Motion

Propose an action.

"I move that we approve the budget as presented."

- Must be seconded
- Can be debated
- Must be voted on

2. Second a Motion

Show support so the motion can be discussed.
"Second."

3. Discuss the Motion

Speak **for or against** the motion. Stay on topic.
 Keep comments **brief and respectful**

4. Vote

The chair calls for a vote:
"All in favor?" "All opposed?"

- Majority wins
- The result must be recorded

OTHER USEFUL MOTIONS

Motion	Purpose	Requires Second?	Debatable?	Vote Needed
Amend	Modify the original motion	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Majority
Table	Set the issue aside temporarily	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> Majority
Refer to Committee	Assign further review to a group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Majority
Call the Question	End debate and move to a vote	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> 2/3
Point of Order	Correct a rules violation	<input type="checkbox"/>	<input type="checkbox"/>	Chair decides
Adjourn	End the meeting	<input checked="" type="checkbox"/>	Sometimes	<input checked="" type="checkbox"/> Majority

TIPS FOR A SMOOTH MEETING

- Follow the agenda
- Speak **through the chair**, not across the table/room
- Ask, "Is there a motion?" before discussing an issue
- Stay focused on **decisions**, not endless discussion
- Use committees to dig into complex topics
- Only voting members can vote

COMMON MISTAKES TO AVOID

- Talking without a motion
- Letting debates drag on without action
- Skipping over seconding or voting
- Including the wrong people in final decisions
- Ignoring the bylaws or proper notice requirements

Final Thought

You don't have to be a parliamentarian to run a good meeting. Just remember: **make a motion, second it, discuss it, vote.** That's how we move from conversation to action.