

# **Roberts Rules of Order Simplified**

**Every Motion Has 6 Steps:** A **motion** is the topic under discussion. To speak, a member raises their hand (or stands) and waits to be acknowledged by the chair. It is never proper for a Board Member to raise their hand or rise to be acknowledged while another is speaking. If the point or motion is the type that can interrupt the speaker, the speaker can make the point or motion without waiting.

1. **Motion:** A member stands or raises a hand. Once recognized by the chair, they say their motion.
2. **Second:** Another member seconds the motion indicating that more than one person is interested in discussing.
3. **Restate motion:** The chair restates the motion and asks for discussion.
4. **Debate:** The members discuss and debate the motion which can be edited.
5. **Vote:** The chair restates the motion, asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chair announces the result of the vote (passed or failed).

**Unanimous Consent** is a quick way to pass a motion and may be used as often as possible. If a motion is minor or opposition is not expected, a call for unanimous consent may be requested. The chair proposes a given action, and then says, "Is there any objection?" If a member agrees, they remain silent which means consent. If all members are silent, the chair would say, "Hearing none, the motion is adopted by unanimous consent." If a member disagrees, they say, "Objection." The chair then takes a vote in the usual way.

## **When can the chair (President) vote on a motion?**

The President is a member of the voting body and has the same rights and privileges as all other members. This includes the right to make motions, to speak in debate, and to vote on all questions. In meetings of a small board (about 12 members present), and in meetings of a committee, the presiding officer may exercise these rights and privileges. At a large meeting the chair must be impartial and therefore refrains from debate and public voting. The chair may vote if the vote is by ballot or if their vote will affect the result.

## **Types of Motions:**

- **Main Motion:** Introduce a new item
- **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- **Privileged Motion:** Urgent or important matter unrelated to pending business
- **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
- **Motion to Table:** Kills a motion
- **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

## **Requesting A Point of ...**

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting.

- **Point of Order:** Draws attention to breach of rules or improper procedure
- **Point of Information:** States additional non-debatable information to better inform members before a vote
- **Point of Inquiry:** Requests for clarification in a report to make better voting decisions
- **Point of Personal Privilege:** Addresses the physical comfort of the setting such as temperature or noise, accuracy of published reports, or accuracy of a member's conduct

**A quorum** is the minimum number of voting members who must be present at a properly called meeting to conduct business. The Bylaws will state the rules for establishing a quorum for each type of meeting.

**Minutes** are a legal record of PTA meetings that document what is done at a meeting, not what is said. They contain the name, date and location of meeting; attendance list and if quorum was present; time meeting was called to order; and conflicts of interest; approval of previous meeting minutes; motion text, name of maker, and results of motion; and adjournment time.

## Motion Summary Chart

Action	What to Say	Can interrupt speaker	Needs a Second	Can be Debated	Can be Amended	Vote Count
Introduce main motion	<i>"I move to..."</i>		√	√	√	Majority
Amend a motion	<i>"I move to amend the motion by // (add or strike words or both)"</i>		√	√	√	Majority
Move item to committee	<i>"I move that we refer the matter to committee."</i>		√	√		Majority
Postpone item	<i>"I move to postpone the matter until..."</i>		√	√		Majority
End debate	<i>"I move the previous question."</i>		√			2/3
Recess the meeting	<i>"I move that we recess until..."</i>		√			Majority
Adjourn the meeting early before agenda is covered	<i>"I move to adjourn the meeting."</i>		√			Majority
Request information	<i>"Point of information."</i>	√				No vote
Overrule the chair's ruling	<i>"I move to overrule the chair's ruling."</i>	√	√	√		Majority
Extend the allotted time	<i>"I move to limit the time to ___ minutes per person."</i>		√		√	2/3
Object to procedure	<i>"Point of order..."</i>	√				Chair decision
Enforce the rules or point out incorrect procedure	<i>"Point of order..."</i>	√				No vote
Personal preference - noise, distractions	<i>"Point of privilege..."</i>	√				No vote
Object to considering an undiplomatic matter	<i>"I object to consideration of this matter..."</i>	√				2/3
Verify voice vote with count	<i>"I call for a division."</i>					No vote
Table a Motion	<i>"I move to table..."</i>		√			Majority
Take up a previously tabled item	<i>"I move to take from the table..."</i>		√			Majority
Consider something out of its scheduled order	<i>"I move to suspend the rules and consider..."</i>		√			2/3
*Reconsider something already disposed of	<i>"I move to reconsider our action to..."</i>	√	√	√	√	Majority
To rescind a motion from a previous meeting	<i>"I move to rescind..."</i>		√	√		2/3
*A motion to reconsider must be made during the same meeting and only once per motion.						