

## A Dozen Traditional Rules for an Orderly and Effective Meeting<sup>1</sup>

1. One person, the presiding officer (PO) conducts the meeting.
2. The meeting agenda is provided in advance, with sufficient detail to allow members to anticipate issues, discuss alternatives and consider questions.
3. The PO calls the meeting to order, presides over officer, staff and committee reports, member presentations, guides discussion of motions and votes; Generally keeps the meeting on task.
4. Decisions regarding quorums, order of business, etc. follow consistent and established processes.
5. Business is taken up one item at a time, based upon an agenda provided in advance and reaffirmed at start of the meeting.
6. Business is carried out by using established processes and motions (See opposite side).
7. Members speak (a) to issues on the floor, (b) by taking turns, one at a time, (c) only after being recognized by the PO (d) in the order in which they seek recognition and (e) only a second time on an issue after all other members also have had the opportunity.
8. The PO ensures that all sides of an issue are heard and rules of discussion are followed.
9. The PO does not take sides in the discussion of a motion. He/she can voice an opinion if asked, or if he/she relinquishes the chair to do so.
10. The PO does not vote except to break a tie.
11. Any motion may be voted on by a paper ballot if a motion is made and passed to do so.
12. To take up a topic in a less structured format, it is a simple matter to make and pass a motion to “consider an issue informally.”

For more information on Roberts Rules of Order, see:

<http://www.robertsrules.com/> (official site, can submit questions, links to purchase books or CD version)

<http://www.robertsrules.org/> (useful table & introduction summary)

<http://www.rulesonline.com/> or <http://www.bartleby.com/176/> (these give you a complete searchable text of the 1915 (4<sup>th</sup> edition) of ROR

<http://www.parlipro.org/index.html> (online introductory tutorial)

## THE BASIC MOTIONS NECESSARY TO CONDUCT BUSINESS<sup>1,2</sup>

MOTION NAME	PURPOSE	VOTE	DEBATE?	AMEND?
<b><u>Main Motions</u></b>				
Main .....	Propose an action .....	Majority.....	Yes .....	<b>Yes</b>
Rescind.....	Cancel earlier motion.....	2/3 .....	Yes .....	Yes
Reconsider.....	Debate & vote again.....	Majority.....	Yes .....	No
Take from table .....	Take up tabled motion .....	Majority.....	No.....	No
<b><u>Subsidiary Motions</u></b>				
Amend.....	Change motion wording .....	Majority.....	Yes .....	Yes
Refer to committee .....	Send to committee .....	Majority.....	Yes .....	Yes
Consider informally .....	Discuss informally.....	Majority.....	Yes .....	No
Postpone definitely .....	To specified date/time .....	Majority.....	Yes .....	Yes (time)
Limit debate .....	Time limit on debate .....	2/3 .....	No.....	Yes (time)
Call previous question .....	Close debate & vote.....	2/3 .....	No.....	No
Table.....	Set aside for later .....	Majority.....	No.....	No
Postpone indefinitely .....	Kill motion .....	Majority.....	Yes .....	No
<b><u>Privileged Motions</u></b>				
Set time to adjourn.....	Set time to end meeting .....	Majority.....	Yes .....	Yes (time)
Adjourn .....	End meeting .....	Majority.....	No.....	No
Recess.....	Take a break .....	Majority.....	No.....	Yes (time)
Orders of the day.....	Follow agenda.....	1 member .....	No.....	No
<b><u>Incidental Motions</u></b>				
Withdraw a motion .....	Withdraw .....	gen. consent .....	No.....	No
Division of house .....	Vote with count/paper .....	1 member .....	No.....	No

1 - Derived from Robert's Rules of Order, Newly Revised (2000)

2 - Summarized for use by lake associations, lake districts, and other boards or groups.