Attachment 2 –

Robert’s Rules of Order

Basic Principles

✦ Parliamentary procedure exists to facilitate the transaction of business and to promote cooperation and harmony.
✦ All members have equal rights, privileges, and obligations.
  • The majority has the right to decide.
  • The minority has rights, which must be protected.
✦ A quorum must be present for the group to act.
✦ Full and free discussion of every motion considered is a basic right.
✦ Only one question at a time can be considered at any given time.
✦ Members have the right to know at all times what the immediately pending question is, and to have it restated before a vote is taken.
✦ No member can speak until recognized by the chair.
✦ No one can speak a second time on the same question as long as another wants to speak a first time.
✦ The chair should be strictly impartial.

Adapted from Roberts Rules of Order, 10th edition

Slide 053A
Attachment 3 –
Parliamentary Procedure “Lingo”

Motion
A proposal or resolution by a member that the assembly take a certain action or express a certain view. A motion is considered out of order if it conflicts with the constitution or by-laws of the group.

Main Motion
A motion to introduce a principal subject. Only one main motion may be considered at a time and must be disposed of before another main motion may be considered.

Motion to Lay on the Table (or Tabling)
A motion to lay aside a pending question for an indefinite amount of time.

Motion to Take from the Table
A motion enabling the assembly to resume consideration of a previously tabled item.

Point of Order
To object to a proceeding as being in conflict with the rules of procedure. The chair must recognize the point.

Previous Questions
A motion to end debate, which requires the assembly to vote on the issue at hand. The motion must be suspended, requires a 2/3 vote, and is not debatable.

Friendly Amendment
A small change to an original motion. Those who made and seconded the original motion must agree to the amendment.

Motion to Adjourn
A motion made at the conclusion of a business meeting or at the final business session.

Majority Vote
More than half of the votes, or 50%+1

Quorum
The number of members required in the by-laws to hold a legal meeting.

Adopted from the ABC’s of Parliamentary Procedure, Arnold Air Society-Silver Wings
Attachment 4 –
Handling a Motion

Three steps by which a motion is brought before the group

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the question on the motion.

Three Steps in the Consideration of a Motion

1. The members debate the motion (unless no member claims the floor for that purpose).
2. The chair puts the question to a vote.
   A. The chair restates the question.
   B. The chair takes the vote:
      "All in favor of the motion, say aye."
      "Those opposed, say no."

A vote passes with a simple majority (except in cases of Suspending the rules, previous question, limit or extended debate & amend a previously adopted motion), which requires a 2/3 vote.

3. The chair announces the result of a vote. A complete announcement should include:
   A. Report on the voting itself, stating which side prevailed (and giving the count if a count prevailed).
   B. Declaration that the motion is adopted or lost.
   C. Statement indicating the effect of the vote or ordering its execution.
   D. Where applicable, announcement of the next item of business or stating the question of the next motion that consequently comes up for a vote.

Adapted from Roberts Rules of Order, 10th edition
### Parliamentary Procedures at a Glance

<table>
<thead>
<tr>
<th>To do this...</th>
<th>You say this...</th>
<th>May you interrupt the speaker?</th>
<th>Must you be seconded?</th>
<th>Is the motion debatable?</th>
<th>What vote is required?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn meeting*</td>
<td>I move that we adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Recess meeting</td>
<td>I move that we recess until...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Complain about noise, room temp., etc.*</td>
<td>Point of privilege</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Suspend further consideration of something</td>
<td>I move we table it</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>End debate</td>
<td>I move the previous question</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>2/3 vote</td>
</tr>
<tr>
<td>Postpone consideration of something</td>
<td>I move we postpone this matter until...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Have something studied further</td>
<td>I move we refer this matter to committee</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>I move this motion be amended by...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Introduce business (a primary motion)</td>
<td>I move that...</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Object to procedure or personal affront*</td>
<td>Point of order</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote, chair decides</td>
</tr>
<tr>
<td>Request information</td>
<td>Point of information</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Ask for actual count to verify voice vote</td>
<td>I call for a division of the house</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote</td>
</tr>
<tr>
<td>Take up a matter previously tabled*</td>
<td>I move to take from the table...</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Majority</td>
</tr>
<tr>
<td>Reconsider something already disposed of*</td>
<td>I move we reconsider our action relative to...</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
<tr>
<td>Vote on a ruling by the Chair</td>
<td>I appeal the Chair's decision</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority</td>
</tr>
</tbody>
</table>

*Not amendable

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