

Robert's Rules of Order for Reference

Terminology

Quorum: The minimum number of committee members present to be able to conduct business and hold votes. Often, quorum is at least $\frac{2}{3}$ of the committee members. Once quorum is established, then business can occur. Quorum can be considered voided after already established, if enough members leave in the middle of a meeting, which means the committee no longer has enough members to hold votes or continue to conduct business.

Majority: Simply means more than half. If there are 16 members voting on a proposal, at least 9 members must vote to approve for the proposal to be considered approved. If quorum is a consideration, then at least 11 of the members must vote in total for quorum to be valid.

Abstention Votes: Do not count towards quorum. There is actually no such thing as an abstention vote since to abstain literally means to refuse to vote. An abstention of the vote, however, might hurt the vote if a certain number of voters need to vote to approve or if the abstention means that quorum was not met.

Conflict of Interest: Voters may still vote even if he or she may have conflict of interest in regards to the specific proposal or motion. Voters should probably not vote if they have a conflict of interest; however, there is no way to force a voter with a conflict of interest to not vote.

Example of the Order of Business ([Reference](#))

1. Call to order
2. Roll call of members present → Sign in sheet
3. Reading minutes of last meeting → Motion to approve last month's minutes; seconded; and majority vote.
4. Officers reports → Any reporting from Chairs/Presidents
5. Committee reports → Reporting out from subcommittees.
6. Special orders → Decided by chairs with input from members
7. Unfinished business → Follow up items
8. New business → New issues/data/reporting, etc.
9. Announcements → Reminders
10. Adjournment

How to Make a Motion, Amend a Motion, Etc. During a Meeting

Main Motion

- You want to propose a new idea or proposal to the committee.
- After recognition, make a main motion.
- Member: "Madame Chairman, I move that_____."

Amending a Motion

- You want to change some of the wording for the motion under discussion.
- After recognition, "Madame Chairman, I move that the motion be amended by adding or striking out the following words_____."

Refer to a Committee

- You think that an idea or proposal would benefit from more information.
- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members_____."

Postpone Definitely

- You want the membership to have more time to consider the motion under discussion. You want to postpone it to a specific time or day, and have it come up for discussion later.
- After recognition, "Madame Chairman, I move to postpone the question until_____."

Previous Questions

- You want to stop discussion and vote on the motion since you think the discussion has continued on for too long.
- After recognition, "Madame Chairman, I move the previous question."

Adjournment

- You want the meeting to end.
- After recognition, "Madame Chairman, I move to adjourn."

Calling a Motion and Voting

Obtaining The Floor

- Wait until the last speaker has finished.
- Rise and address the Chairman by saying, "Madame Chairman."
- Wait until the Chairman recognizes you.

Make The Motion

- Speak clearly and plainly.
- Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".

Wait for Someone to Second The Motion

- Another member will second your motion or the Chairman will call for a second.
- If there is no second to your motion, then it is lost.

The Chairman States The Motion

- The Chairman will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
- The membership then either debates your motion, or may move directly to a vote.

Five Voting Methods:

1. *By Voice* -- The Chairman asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.

2. *By Roll Call* -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.



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3. *By General Consent* -- When a motion is not likely to be opposed, the Chairman says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.

4. *By Division* -- This is a slight verification of a voice vote. It does not require a count unless the chairman so desires. Members raise their hands or stand.

5. *By Ballot* -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

6. *By WebEx Polling* -- WebEx Host creates poll and sends to virtual attendees. The numbers in the virtual poll need to be combined with the number of votes by in person attendees. Virtual attendees who join using audio connection only, will be expected to verbally cast their vote directed by host. Please note, in order to create a poll, the host must join the meeting using the desktop app. The mobile app will not work for polling.

Information Obtained By:

http://www.cdph.ca.gov/programs/Documents/RROO_Simplified.pdf

http://diphi.web.unc.edu/files/2012/02/MSG-ROBERTS_RULES_CHEAT_SHEET.pdf

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