

# Appendix B: ROBERTS RULES OF ORDER

## Four Types of Votes

<p><b>In Favor:</b> You support the motion</p> <p><b>Against:</b> You do not support the motion</p> <p><b>Present:</b> You agree with the majority</p> <p><b>Abstain:</b> You have a stake in the outcome or you do not have enough information.</p>
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## How to Present a Motion

1. Obtain the Floor
  - a. Wait until the speaker is finished, raise your hand, and wait to be recognized.
  - b. Once recognized, rise and address the chair.
  - c. The chair will recognize you.
2. Make Your Motion
  - a. Speak clearly and concisely.
  - b. State your motion affirmatively. Say, “I move to...”
  - c. Avoid personalities and stay on the subject.
3. Wait for a Second
  - a. The chair will call for a second.
  - b. Another member will call “I second the motion.”
  - c. If there is no second, your motion will not be considered.
4. The Chair Restates Your Motion
  - a. The chairperson must say, “It has been moved and seconded that we...”
  - b. After this happens, debate or voting can occur.
  - c. Your motion is now “assembly property,” and you cannot change it without the consent of the representatives.

5. Expand on Your Motion

- a. Mover is allowed to speak first.
- b. Be concise.
- c. You may speak again after all other speakers are finished.

6. Voting

- a. After debate, the chair will say, “We are now in a vote on...”
  - b. The only thing that is allowed during a vote is point of order, division, privilege, roll call vote, or ballot vote.
  - c. The chair will either ask for a show of hands or a voice vote.
- Address all remarks to the person conducting the meeting.
  - Try to make all argumentation to the immediately pending motion.
  - Use the process of amending to improve flaws in a motion. Merely criticizing details of a proposal is counteractive and waste of time.
  - Always say, “I move to...” and never, “I motion to...”
  - Watch out for “friendly” amendments. They should only be used for spelling and grammatical errors. If a friendly amendment is made to correct a spelling or grammatical error and it appears to be uncontroversial, the chair should ask if there is any objection. With no objection, the chair may declare the amendment adopted. However, if there is an objection, the matter must be debated and voted.

To Do This	You Say This	May You Interrupt the speaker?	Must You Be Seconded?	Is the Motion Debatable?	Is the Motion Amendable?	What Vote is required?
<b>Adjourn the meeting</b>	I move that we adjourn.	No	Yes	No	No	Majority
<b>Have a recess</b>	I move that we recess until...	No	Yes	No	Yes	Majority
<b>Complain about noise, talking, etc.</b>	Privilege!	Yes	No	No	No	None
<b>End debate</b>	I move to end debate.	No	Yes	No	No	2/3

<b>Postpone a decision</b>	I move to table...	No	Yes	Yes	Yes	Majority
<b>Have something researched more</b>	I move to send to committee	No	Yes	Yes	Yes	Majority
<b>Amend a motion</b>	I move to amend the motion to say...	No	Yes	Yes	Yes	Majority
<b>Introduce business</b>	I move that...	No	Yes	Yes	Yes	Majority
<b>Object to procedure</b>	Point of order	Yes	No	No	No	None, Chair decides
<b>Request/ Give information</b>	Point of information	Yes	No	No	No	None, Chair decides
<b>Take up a matter previously tabled</b>	I move we take... from the table	No	Yes	No	No	Majority
<b>Have everyone vote separately and with reason</b>	Division	No	No	No	No	No, unless someone objects
<b>Vote on the ruling of the chair</b>	I appeal from the chair's decision	Yes	Yes	Yes	No	Majority
<b>Suspend rules</b>	I move to suspend rules for...	No	Yes	No	No	2/3
<b>Avoid considering a matter</b>	Objection	Yes	No	No	No	2/3

