

## Running an Efficient Meeting Using Robert's Rule of Order



The best presiding officers plan ahead. Before the meeting put together an agenda and gain prior knowledge of the business at hand.

### Order of Business:

- I. Call to Order
- II. Roll call of members present (Determine Quorum)
- III. Reading of minutes of last meeting
- IV. Officer Reports
- V. Committee Reports
- VI. Business (on agenda)
- VII. Unfinished Business (from previous agendas)
- VIII. New Business (not on agenda)
- IX. Announcements
- X. Adjournment

### So the people attending the meeting decided to speak up, and make a motion...now what?

- I. Wait for someone *to second the motion* or the "chair" will call for a second.
- II. If there is no second then the motion is dropped
  - i. If The motion receives a **second** – *see step 3*
  - ii. If no one seconds the motion it is dropped and the meeting continues
- III. The Chair will say, "*It has been moved and seconded that we ...*" Thus placing the motion before the membership for consideration and action.
  - i. The membership then either debates the motion, or may move directly to a vote.
  - ii. This is when the original "**motion maker**" may speak first on behalf of their motion.
  - iii. Comments should be directed toward the chair and make sure to stick to an established predetermined time limit for questions and comments
  - iv. After comments have been voiced the chair will restate the motion and put it to a **vote**. Method of voting is dependent on the situation and is most commonly passed by a majority vote by those present/eligible. However, reference **bylaws** as each chapter may have different predetermined requirements.

### Motions!

**Under Roberts Rules**, members use motions to make proposals to the group. There are 4 basic types:

- I. **Main Motions**– Purpose is to introduce items to members for consideration
- II. **Subsidiary Motions**– Purpose is to impact how a main motion is handled and is voted on before the main motion is considered.
- III. **Privileged Motions**– Purpose is to bring up items about special, important matters unrelated to the business at hand
- IV. **Incidental Motions**– Purpose is to provide a way to question procedures concerning other motions and must be considered before the original motion.

### Easy Way to Remember the Basics:

An easy way to remember the Robert's Rules *standard order of business* is with the mnemonic **BE-CSUN** — you can see it clearly in the following list. This list is a quick reference to make it easy for you to set up a basic agenda for your meeting.

- I. **B**egin by reading and approval of minutes
- II. **E**lected officers and standing committees reports
- III. **C**ommittee (special & ad hoc) reports
- IV. **S**pecial offers
- V. **U**nfinished business and general orders
- VI. **N**ew business