

Robert's Rules of Order - Some Basics

Edited by Carter McNamara, MBA, Ph.D.
 Adapted from the Field Guide to Developing and Operating Your
 Nonprofit Board of Directors.

The following was condensed from the Robert's Rules of Order and includes typical rules to manage a board meeting. Readers wanting the last official version should see Robert's Rule of Order Newly Revised, published by Scott, Foresman (known as NONR). This is the 9th Edition of Robert's book.

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About Motions

All motions must be seconded and adopted by a majority vote unless otherwise noted. All motions may be debated unless otherwise noted.

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About Motions	Purpose of Motion	To Enact Motion
Main Motion	to take action on behalf of the body	debateable; requires majority vote
Adjourn	end the meeting	not debateable; immediately voted upon and requires majority vote
Call for Orders of the Day	asks to stick to the agenda	not debateable; requires 1/3 majority to sustain
Call to Question	closes debate and forces vote	not debateable; requires 2/3's majority vote
Motion to Limit or Extend Debate	limits or extends debate	not debateable; requires 2/3's majority vote
Point of Order	is a question about the process or a particular motion	automatic if granted by Chair
Point of Information	to ask about the process or particular motion	automatic
Motion to Rescind	to change the results of a vote	requires 2/3's majority vote to reverse results of earlier vote
Motion to Suspend the Rules	suspend formal process for a short period	debateable and requires 2/3's majority vote

About Debate

Each motion that is debated receives ten minutes of debate. The member initiating the motion speaks first. The Chair asks for a rebuttal. All members wishing to speak about the motion receive the opportunity to speak before any one member speaks for a second time.

About Voting

Majority vote is more than half of the members. 2/3's vote is more 2/3s or more of the members. Be sure to announce what is being voted on before the vote.

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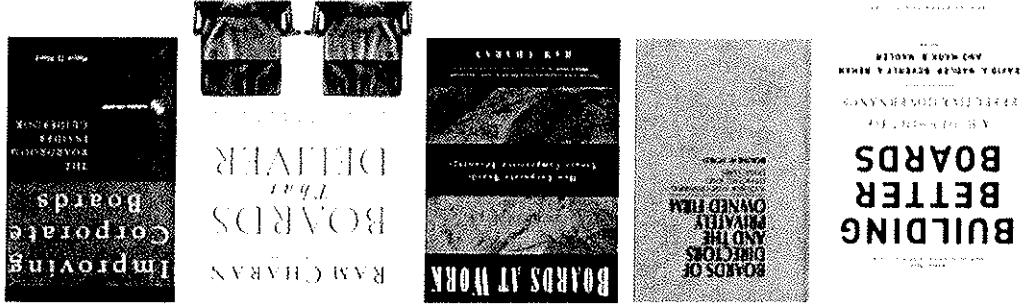
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