

# Cheat Sheet of Robert's Rules of Order

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## What is Parliamentary Procedure?

Parliamentary Procedure is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

## Order of Business

Membership meetings of our local union usually follow a fixed order of business:

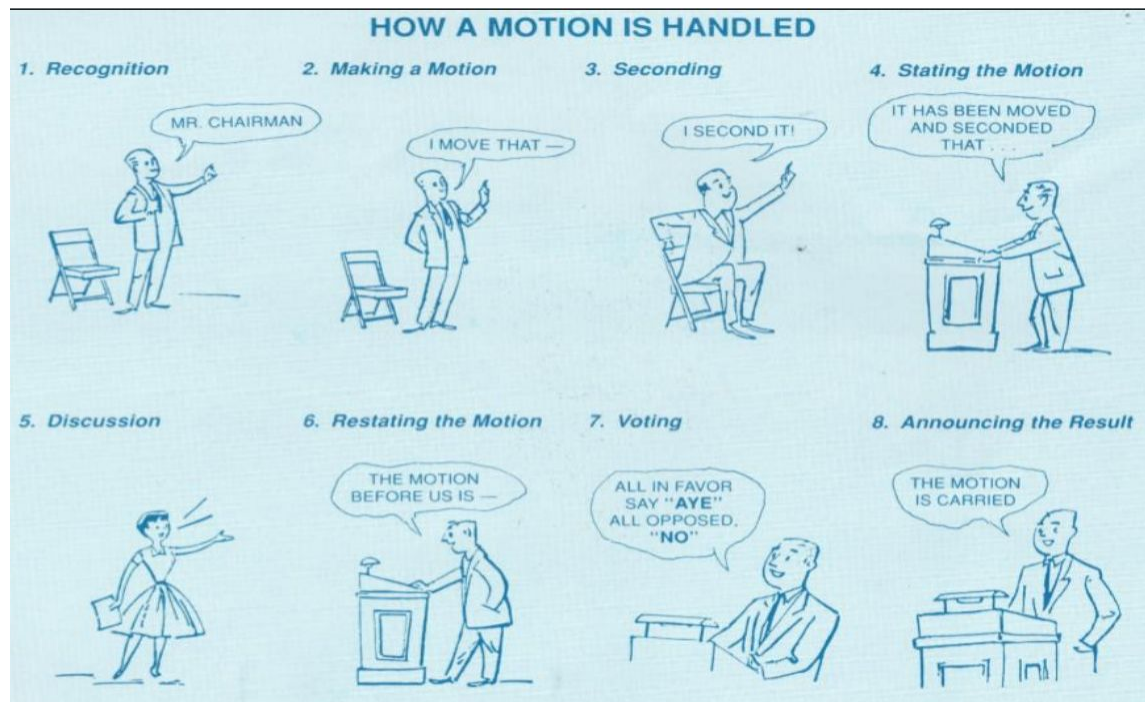
1. Roll call of officers and stewards
2. Additions/changes/deletions to the agenda
3. Approval of agenda
4. Reading of the minutes of the previous meeting
5. Report of Financial Secretary
6. Reports of officers, committees and delegates
7. General announcements and communications
8. Good and Welfare
9. Does anyone know of a member out of work or in distress
10. Unfinished business
11. New business
12. Adjournment

## Motions -> the members expressing themselves

Members express themselves by making motions. A motion is a proposal that the entire membership can take a decision on. Individual members can:

1. Call to order.
2. Make a motion.
3. Second a motion.
4. Debate a motion.
5. Vote on a motion.

## How are Motions Presented?



1. Obtaining the floor
  - Get on stack in order to speak
2. Make Your Motion
  - Speak in a clear and concise manner. Say, "I move that we ..."
3. Wait for Someone to Second Your Motion
  - Another member will second your motion or the Chair(wo)man will call for a second.
  - If there is no second to your motion it is lost.
6. The Chair(wo)man States Your Motion
  - The Chair(wo)man will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - The membership then debates your motion.
  - Once your motion is presented to the membership it becomes "assembly property", and cannot be changed by you without the consent of the members.
8. Putting the Question to the Membership
  - The Chair(wo)man asks, "Are you ready to vote on the question?"
  - If there is no more discussion, a vote is taken.

## Votes

There are five methods used to vote by most organizations, they are:

1. **By Voice** -- The Chair(wo)man 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.
3. **By General Consent** -- When a motion is not likely to be opposed, the Chair(wo)man 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 chair(wo)man 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.

### *Motions related to voting*

There are two other motions that are commonly used that relate to voting.

1. **Motion to Table** -- This motion is set aside until a specific time (like a future meeting). However, the option is always present to "take from the table", for reconsideration by the membership.
2. **Motion to Refer** -- This motion is sent to a committee to provide more information.
3. **Motion to Postpone Indefinitely** -- This is used to "kill" a motion without taking a direct vote on it.

### *Number of Votes Needed*

- Adjourn - Majority
- Recess - Majority
- Suspend further consideration of something - Majority
- End debate - 2/3
- Postpone consideration of something - Majority
- Amend a motion - Majority
- Introduce business - Majority