ROBERT’S RULES
OF ORDER
TRAINING
2021
Robert’s Rules of Order is also referred to as *parliamentary procedure*.

**What Is Parliamentary Procedure?**

It is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.
THE BENEFITS OF ROBERT’S RULES

• Justice and courtesy for all
• Maintenance of order
• Consideration of one item at a time
• All sides get heard
• Ability for each member to provide input
• Majority rule
• Protection of the rights of all members including the minority
BASIC PRINCIPLES OF ROBERT’S RULES

- All members have equal rights, privileges and obligations
- No person can speak until recognized by the chair
- Personal remarks during debate are out of order
- Only one question at a time may be considered, and only one person may have the floor at any one time
- Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
- Full and free discussion of every main motion is a basic right
- A quorum must be present for business to be conducted
- The Chair should always remain impartial
BASIC DEFINITIONS OF ROBERT’S RULES

• **Motion** – A formal proposal made to bring a subject before an assembly for its consideration and action. Begins with “I move that...”

• **Second** – A statement by a member who agrees that the motion made by another member be considered. Stated as “Second,” or “I second the motion.”

• **Amendment** – Before the vote is taken on a motion, it may be amended by:
  a. Striking out words
  b. Inserting or adding words
  c. Striking out words and inserting others in their place
  d. Substituting one (1) paragraph or resolution for another

• **Quorum** - the minimum number of members who must be present to conduct business. The quorum can be found in the bylaws.
## ROBERT’S RULES AT A GLANCE

<table>
<thead>
<tr>
<th>To do this</th>
<th>You must say this</th>
<th>May you interrupt the speaker?</th>
<th>Do you need a second?</th>
<th>Is it debatable?</th>
<th>Can it be amended?</th>
<th>What vote is needed?</th>
<th>Can it be reconsidered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adjourn meeting</td>
<td>“I move that we adjourn.”</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>MAJORITY</td>
<td>NO</td>
</tr>
<tr>
<td>Call an intermission</td>
<td>“I move that we recess for...”</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>YES</td>
<td>MAJORITY</td>
<td>NO</td>
</tr>
<tr>
<td>Complain about heat, noise, etc.</td>
<td>“I rise to a question of privilege”</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>NO</td>
<td>NO VOTE</td>
<td>NO (usually)</td>
</tr>
<tr>
<td>Spend further consideration of an issue</td>
<td>“I move to table the motion”</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>MAJORITY</td>
<td>NO</td>
</tr>
<tr>
<td>End debate and amendments</td>
<td>“I move the previous question”</td>
<td>NO</td>
<td>YES</td>
<td>NO</td>
<td>NO</td>
<td>2/3</td>
<td>NO</td>
</tr>
<tr>
<td>Postpone discussion for a certain time</td>
<td>“I move to postpone the discussion until...”</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
<td>YES</td>
</tr>
<tr>
<td>Give closer study of something</td>
<td>“I move to refer the matter to committee”</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
<td>YES</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>“I move to amend the motion by...”</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
<td>YES</td>
</tr>
<tr>
<td>Introduce business</td>
<td>“I move that...”</td>
<td>NO</td>
<td>YES</td>
<td>YES</td>
<td>YES</td>
<td>MAJORITY</td>
<td>YES</td>
</tr>
</tbody>
</table>