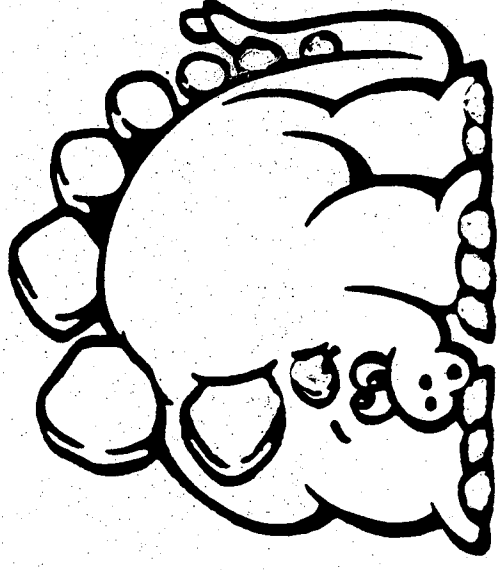
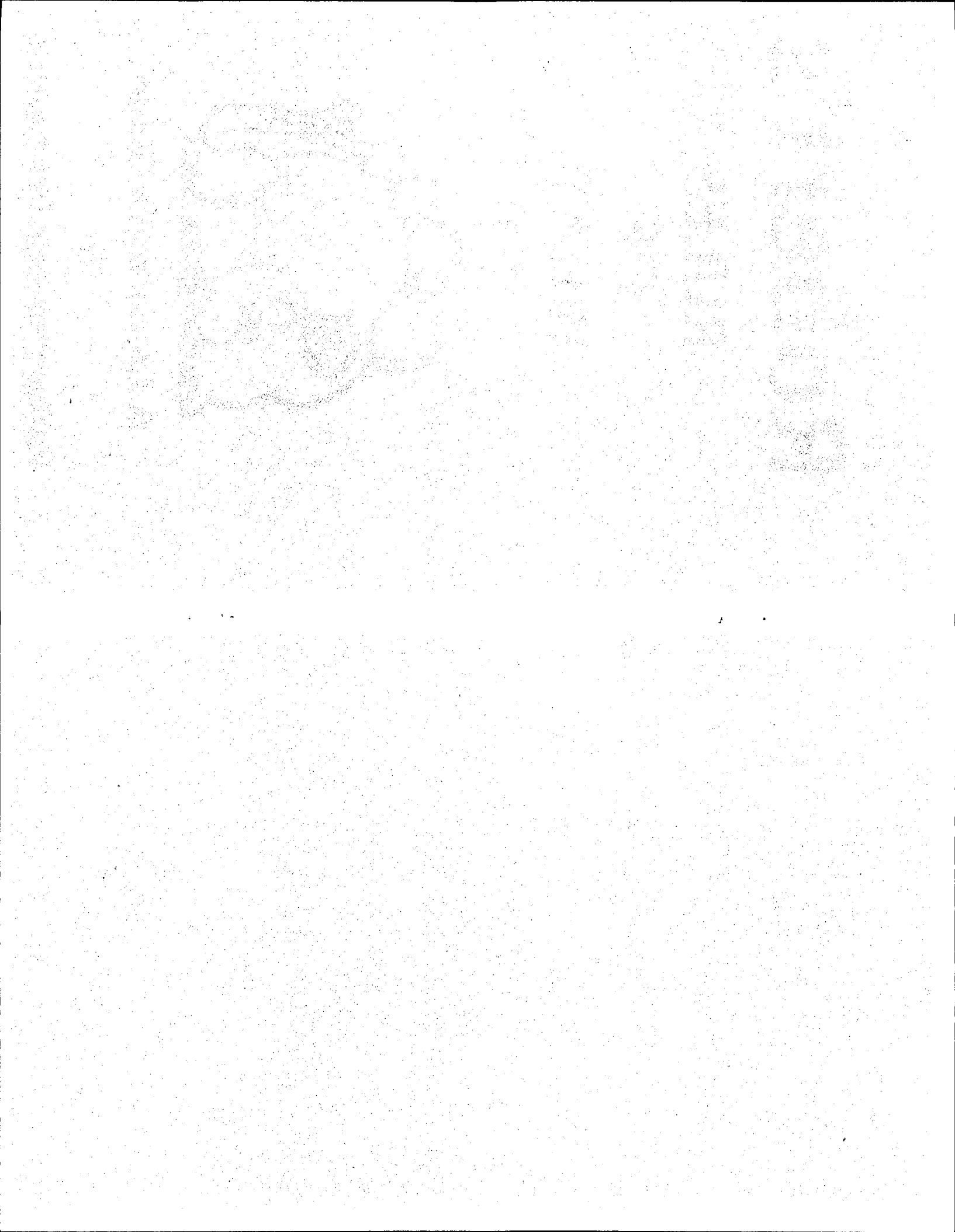


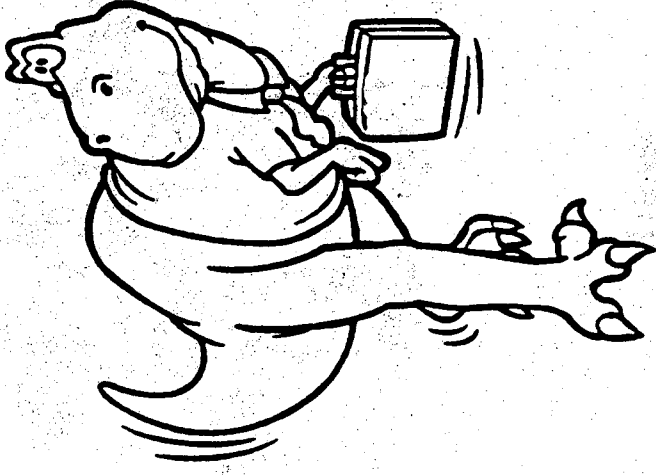
Robert's RULES OF WHAT ?!



**A Layperson's Guide
To**

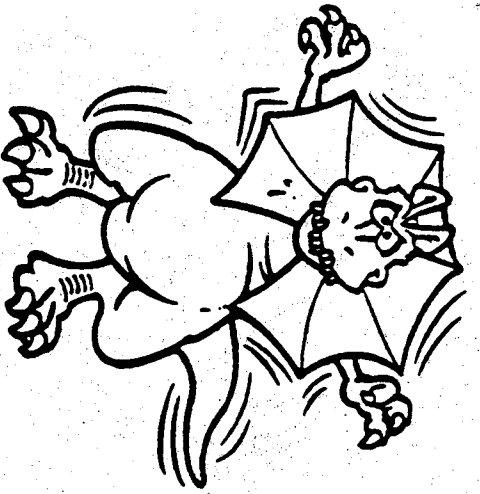
Parliamentary Procedure



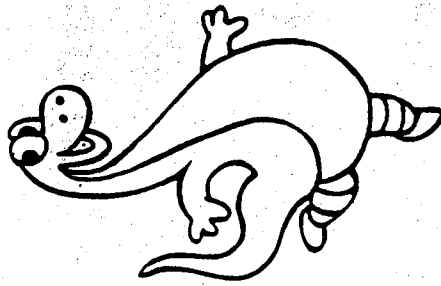


This is a guide to parliamentary procedure in easy-to-read format.

It is necessary to know about Robert's Rules of Order so your business meeting will run smoothly without people jumping here and there, not knowing what is happening.



The AGENDA



What are they going to do here?

The Order of Business or Agenda

- I Call to Order
- II Minutes
- III Officers Report
- IV Committee Reports
- V Unfinished Business
- VI New Business
- VII Elections
- VIII Adjournment

This will give you some clues as to what will be discussed and in what order.

It will help you to follow the discussion and help you decide when certain issues should be discussed.

Chart of Precedence of Matters & Summary of Rules Governing Them

EXERCISED MOTIONS	BY INTERIM AFFAIRS	RECORDS	DEBATABLE	VOTE REQUIRED	MOTIONS THAT MAY ARISE
1. To adjourn (unqualified)	No	Yes	Limited	Majority	Affirmal, Recorder
2. To rise from session	No	Yes	Limited	Majority	Affirmal
3. To call for the order of the day	No	No	No	Majority	Affirmal
4. To rise to question of privilege	No	Yes	No	Majority	Affirmal
5. To call for the order of the day	No	No	No	Majority	Affirmal
6. To lay on table	No	Yes	No	Majority	Affirmal
7. To call for the previous question	No	Yes	No	Majority	Affirmal
8. To rise to debate	No	Yes	No	Majority	Affirmal
9. To suspend indefinitely	No	Yes	Limited	Majority	Affirmal, Recorder, Prev
10. To refer to a committee	No	Yes	Limited	Majority	Affirmal, Recorder, Prev
11. To adjourn	No	Yes	Limited	Majority	Affirmal, Recorder, Prev
12. To postpone indefinitely	No	Yes	Limited	Majority	Affirmal, Recorder, Prev
13. a. General main motions	No	Yes	Yes	Majority	Limit Deb Prev Question
b. Specific main motions	No	Yes	Yes	Majority	Affirmal
14. To rise from the table	No	Yes	No	Majority	Affirmal
15. To reconsider and have entered	Yes	Yes	Yes	Majority	Limit Deb Prev Question
16. To rescind	Yes	Yes	Yes	Majority	Affirmal
17. To expunge	Yes	Yes	Yes	Majority	Affirmal
18. To return (Qualified)	Yes	Yes	Yes	Majority	Affirmal
19. To create order of the day (Special)	Yes	Limited	Yes	Majority	Affirmal
20. To amend (consensus, etc.)	Yes	Yes	Yes	Majority	Affirmal
21. To suspend rules	Yes	Yes	Yes	Majority	Affirmal
22. To withdraw a motion	Yes	Yes	Yes	Majority	Affirmal
23. To amend a paper	Yes	Yes	Yes	Majority	Affirmal
24. To object to presentation	Yes	Yes	Yes	Majority	Affirmal
25. To rise to a point of order	Yes	Yes	Yes	Majority	Affirmal
26. To see to parliamentary inquiry	Yes	Yes	Yes	Majority	Affirmal
27. To appeal from the action of the	Yes	Yes	Yes	Majority	Affirmal
28. To call for division of a question	Yes	Yes	Yes	Majority	Affirmal

When A Motion Is On The Floor



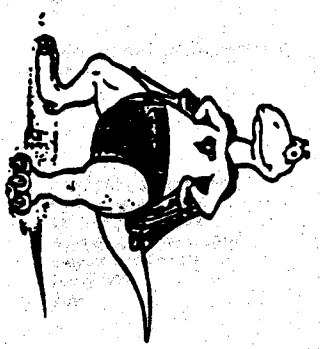
How do I suggest we do something?

If you want the group to take action, you make a motion such as "I MOVE _____"

The motion must have a second - "I SECOND THE MOTION".

If there is no second, the motion does not come before the meeting for consideration.

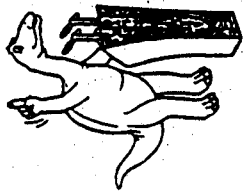
Note: The wording is "I MOVE" not "I motion" or "I would like to move".



ND OF MOTION	OBJECT	EFFECT
call for a division	a) to determine the accuracy of a viva voce vote b) to secure expression of individual member's vote	Secures an accurate check on the vote
nominate	Suggest names for office	Place before group names for consideration
make request growing out pending business	To secure information or ask to be excused from a duty	Provide information
fix the time when to adjourn	To have legal continuation of the meeting	Sets definite continuation time
adjourn	End the meeting	Adjourns the meeting
take a recess	To secure an intermission	Delays action
raise a question of privilege	To correct undesirable conditions	Corrects undesirable conditions
call for the order of the day	To secure adherence to order of business	Same as "OBJECT"
take from the table	Continue the consideration of the question	Continue consideration of question
reconsider (only a member prevailing side may make motion)	To reconsider the question	Secures further consideration and another vote on the question
reconsider and have entered the minutes (only a member of prevailing side may make this motion)	To reconsider the question at the next meeting	Secures further consideration and another vote on the question
second	Repeat action previously taken	Same as "OBJECT"
ally	Approves previous action taken	Approval

ACTION

For SPECIAL Purposes

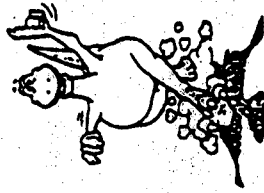


I don't want this to drag on forever, let's limit the debate!!

This is called limiting debate. You need to decide the length of time to which you would like to limit the debate. What is needed is a Privileged Motion.

"I MOVE WE LIMIT DEBATE OF THIS MOTION TO _____ # OF MINUTES."

I'm not prepared to make a decision now, can I bring it up later???



This is called **TABLING THE MOTION**. This means that the motion can be tabled and picked up later in the meeting or at a future meeting.

"I MOVE TO LAY THE MOTION ON THE TABLE."

<u>KIND OF MOTION</u>	<u>OBJECT</u>	<u>EFFECT</u>
To lay on the table	Clear the floor for more urgent business	Delays action
To call for the previous question	Secure immediate vote on pending question	Ends debate
To limit or extend time for debate	Provides more or less time for discussion	Shortens or lengthens discussion period
To postpone definitely (to a certain time)	Often gives more time for informal discussion and for securing followers	Delays action
To commit or refer	To enable more careful consideration to be given	Delays action
To amend	To improve the motion	To change the original motion
To postpone indefinitely	To prevent a vote on the question	To suppress the question
To raise a point of order	To call attention to violation of rules	Keeps group functioning according to parliamentary procedure
To appeal from the decision on the chair	To determine the attitude of the group on the ruling made by the chair	Secures rules in the group rather than by the chair
To suspend rules	To permit action not possible under the rules	Secure action which would otherwise be prevented by the rules
To object to the consideration of a question	Prevent wasting time on unimportant business	Suppress the motion
To divide the question	Secure more careful consideration of parts	Secure action by parts



I like the idea of the motion --
but, it's not exactly right.....

If you would like to change the motion
in some way, you may by **AMENDING** it.
Sections can be added, deleted or
changed. "**I MOVE TO AMEND THE
MOTION BY ...**"

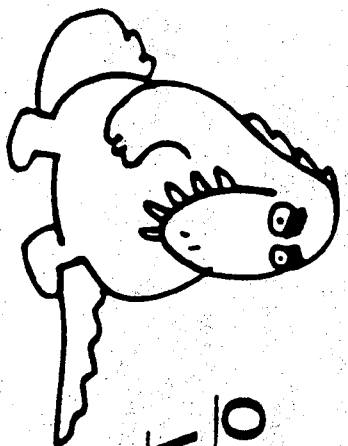


Enough of this talk . . .

Let's vote !!



This is called **CALLING THE PREVIOUS
QUESTION**. If it is approved, it forces a
vote to be taken on the motion being
discussed. "**I MOVE TO CLOSE DEBATE.**"

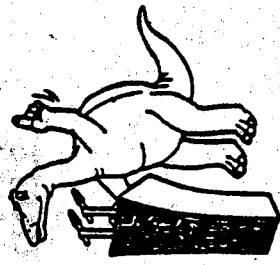


ORDER OF VOTING

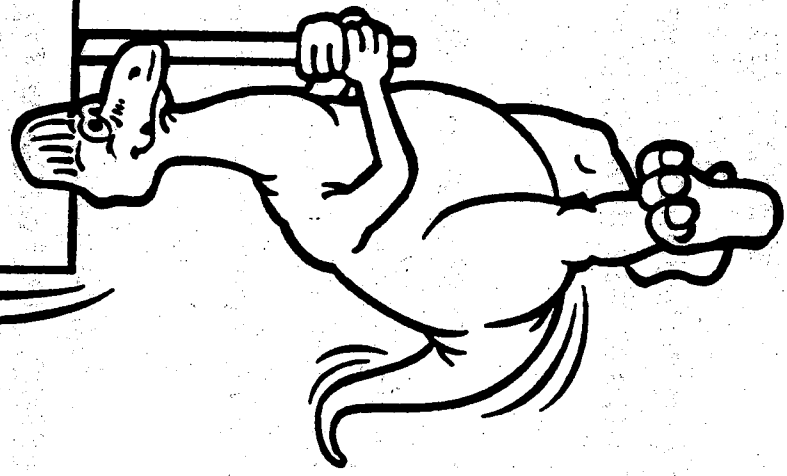
Amendments are voted upon in inverse
order; that is, the one of second rank is
disposed of **FIRST**.

1. Discussion is held and the vote is
taken upon the amendment to the
amendment (*amendment of second
rank*).
2. Discussion is called for and vote is
taken upon the amendment to the
motion (*amendment of first rank*).
3. When the vote on this has been
taken, discussion upon the original
or main motion as amended is
opened and when completed, a vote
is taken upon it.

I would really like to talk to other people in my group . . . Maybe they'll be able to see my side . . .



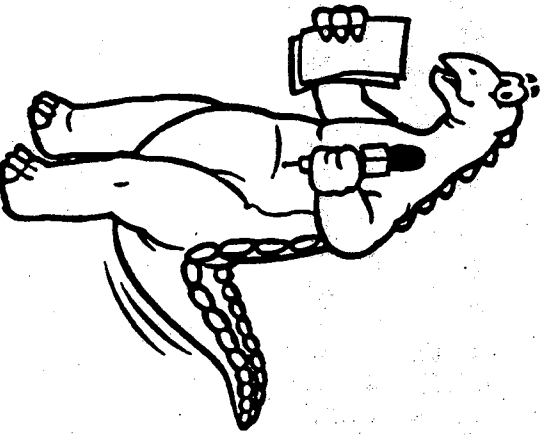
**EXTRA INFO
FOR EXPERTS**



This calls for a recess - "I MOVE WE RECESS FOR _____ TIME." This allows groups to caucus and discuss items before a vote is taken.

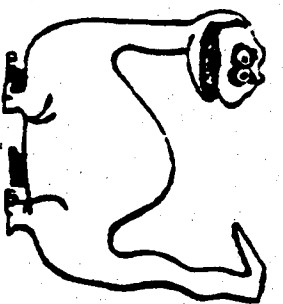
Things you might find

USEFUL



Anytime

I know they are not allowed to do that ! ! ! !



If you know that correct procedure is not being followed, tell the group, "RISE TO A POINT OF ORDER" then tell the correct procedure.



I don't know what the X?!!#&*#!! is going on ! ! ! ? ? ! !

If at any time you are confused about what is going on, don't just sit there - - ask:
"RISE TO MAKE A PARLIAMENTARY INQUIRY."
Then ask your question.