

Robert's Rules Information

Originally published: 1876

Author: [Henry Martyn Robert](#)

Original title: Robert's Rules of Order

Generally, **Robert's Rules of Order** is a guide for conducting meetings and making decisions as a group.

Robert's Rules of Order is the standard for facilitating discussions and group decision-making.

Robert's Rules of Order, the recognized guide to running meetings and conferences effectively and fairly.

Rules we will attempt to follow:

September 10, 2018

A '**Motion**' is anything that needs to be discussed and voted on. Prior to any discussion a '**Motion**' must be made and '**Seconded**'. If people do not want to discuss the topic the '**Motion**' will either not be put forward or seconded.

The Chair will announce what is next on the agenda. If a '**Motion**' is required, the Chair will ask, "**Would somebody like to make the Motion?**"

For example, when Approval of Minutes is next on the agenda, the Chair will say, "**Next on the Agenda is, the Approval of the Minutes from our last meeting. Would somebody like to make the Motion?**"

A volunteer would put up their hand and say, "**I would like to put forward the Motion to, Approve the Minutes from our last meeting.**"

The Chair will ask for someone to '**Second**' that Motion, if it is not followed by a seconder.

A volunteer will put up their hand and say, "**I Second that Motion.**"

New:

If a discussion is required, after everyone has had a chance to speak, the Motion may be amended if necessary and then it will be asked for members to vote in favour or opposed.

Robert's Rules Information

November 12, 2018

Motions will be clear and address the 5 W's.

If there is question as to what has been discussed or exactly what the original Motion was, it may be asked of the Secretary to read what has been so far minuted.