

Bob's Rules of Order

THE ABBREVIATED ROBERT'S RULES OF ORDER

- A. A motion must be made and seconded by a Board Member before discussion can begin on any proposal for action.
- B. A main motion may be amended, tabled or either adopted, rejected or referred back to a committee for study or action.
 - 1. An amendment to the motion can be debated, amended itself, and finally adopted or rejected by a majority vote. If it is adopted, it becomes part of the main motion. If it is rejected, the debate returns to the main motion.
 - 2. A motion to table requires a majority vote. If a main motion is tabled, it cannot be brought up again at that meeting.
 - 3. The main motion (as amended) can be adopted or rejected by a majority vote. Once the main motion has been voted upon, there can be no further discussion of it at that meeting.
 - 4. A motion may be referred to a committee for further review if a majority of Board Members determines that further research is required on that issue.
- C. Debate on a motion (or motion as amended) shall end and the meeting shall proceed to a vote when any of the following occurs:
 - 1. The meeting facilitator has determined that the allocated time for the issue has expired.
 - 2. The meeting facilitator believes that sufficient debate has taken place on the motion and asks the Board Members if they are ready to vote. If there is no objection, then voting on the motion shall begin. If a Board Member objects to ending the debate, an immediate vote is taken on ending the debate. If the majority vote wishes to end debate, then the meeting proceeds to voting on the motion. If less than a majority vote, then discussion continues until the allocated time expires.
 - 3. A voting member "calls the question." A vote is then taken on ending the debate. If a majority vote wishes to end debate, then the meeting proceeds to the voting phase of the process. If less than a majority vote, then discussion continues until the allocated time expires.
- D. A motion and second by Board Members to adjourn a meeting can be made at any time. There is an immediate vote, with no debate allowed. If a majority vote wishes to adjourn, then the meeting is adjourned. If less than a majority vote wishes to adjourn, then the meeting continues.
- E. The facilitator will grant non-Board attendees a reasonable period of time to speak. Non-Board attendees agree to address the meeting in a courteous and professional manner. Non-Board attendees that speak out of turn may be found "out of order" by the facilitator and removed from the meeting.