**Robert’s Rules for ISSS EC Meetings**

**Example Meeting Agenda & Script**

*Italicized sentences are suggested spoken sentences.*

**Call to Order**

*The meeting will come to order.*

**Approval or Correction of Minutes**

*The secretary’s draft of the minutes of the last meeting was posted and approved by vote.*

*If there are no (further) corrections, the minutes stand approved as distributed (corrected).*

**Reports of Officers & Directors**

**PRESIDENT’S REPORT**

[Provide highlights]

**TREASURER’S REPORT**

[Show Report. Provide highlights]

If no corrections, no action is required.

**Other Reports**

[Each person provides brief reports at the end, review any recommendations]

**Recommendations:**

1. Restate the recommendation. Ask for a motion to adopt the recommendation.
2. Someone Moves to adopt the recommendation.
3. Someone else seconds
4. Is there discussion?
5. After discussion, *All those in favor say aye*.
6. Then *All those opposed say nay.*
7. The motion either passes or fails.
8. Move on to the next recommendation.

Move on to the next report

**Old Business**

Review the Action Item List

Review and vote on any forthcoming recommendations or motions (See **Recommendations**)

**New Business**

*Is there new business?*

Allow brief reports, and Recommendations (see above)

**Announcements**

Set the date for the next meeting

**Adjourn**

*There being no further business, the meeting is adjourned.*

**Motions**

**Types of Motions**

A motion is a proposal to bring a subject to a group for its consideration and action. Motions are not all the same. They fall within certain classes, and some take priority over others. The following explains these classes of motions.

1. **Main Motions**: A main motion is a motion whose introduction brings before the assembly a question or business for consideration when no other business is pending. Only one main motion can be considered at a time, and no other main motion may be introduced until the first one is disposed of in some manner.
2. **Subsidiary Motions**: Subsidiary motions assist the assembly in treating or disposing of a main motion. The vote on the subsidiary motion is taken before the action is taken on the main motion. (See chart of motions.) There are two types of Subsidiary motions.
3. **Privileged Motions**: Privileged motions do not relate to the pending business but deal with special matters of immediate and overriding importance. Privileged motions may interrupt debate before the assembly. (See chart of motions)
4. **Incidental Motions**: Incidental motions are motions incidental to another motion pending or incidental to other business at hand, such as suspending the rules or closing nominations. (See chart.)
5. **Motions That Bring a Question Again Before the Assembly:**These motions bring a question that has already been considered by the assembly back before the assembly, as in the case of the motions to rescind or take from the table. (See chart)

**Making a Motion**

To properly make a motion, the following procedures are followed:

1. **Recognition**: Member raises their hand (face-to-face meetings) or asks to be acknowledged (virtual meeting) and waits to be acknowledged by the Chair. The Chair recognizes the member.
2. **Membe**r: “I move that \_\_\_\_\_\_\_\_\_\_ (states motion).”
3. **Second**: Someone seconds the motion (not necessary to be recognized). “I second the motion.”
4. **Chair states motion**: “It has been moved by (name) and seconded that \_\_\_\_\_\_\_\_\_\_.” \
5. **Discussion**: If the motion is debatable, every member has the right to debate; the Chair refrains from debate while presiding. The Chair carefully determines the order in which members are recognized to speak, giving first opportunity to the proposer of the motion. Care should be given to assure that discussion is related to the question.
6. **Restate the Motion**: The Chair says, “If there is no further discussion, the motion is \_\_\_\_\_\_\_\_\_\_.”
7. **Vote**: The Chair says, “All those in favor of \_\_\_\_\_\_\_\_\_\_ (the motion stated) say ‘aye.’ Those opposed say ‘no.’”
8. **Resul**t: Result of the vote is stated by the Chair. “The motion is carried” or “the motion is lost.”

**Amending a Motion**

To amend a motion is to alter or modify the wording of a motion that has already been made. Note: An amendment must be germane to the main motion; it must relate to the same subject matter.

1. **Methods of Amending** 
   1. Insert verbiage
   2. Add to (at the end)
   3. Strike out
   4. Strike out and insert (words only)
   5. Substitute (a paragraph)
2. **Types of Amendments** 
   1. Primary – an amendment that applies directly to the main motion.
   2. Secondary – an amendment that applies directly to the primary amendment only.

Only one of each type of amendment may be made at one time. It is possible to have a motion, an amendment to the motion and an amendment to the amendment before the assembly at one time.

1. **Voting on Amendments** 
   1. Discussion and vote on secondary amendment.
   2. Discussion and vote on primary amendment as amended (if amendment carried).
   3. Discussion and vote on main motion as amended (if amendments carried).

**Chart for Determining When Each Motion Is in Order**

In the chart below, the types of motions are listed in order of rank. The motion at the top takes precedence over all the others, and each of the remaining motions takes precedence over all those below it. A main motion can only be made when no other motion is pending.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 1, Main Motions& Privileged Motions (blue background)** | | | | | | | | |
| These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. | | | | | | | | |
| § indicates the section from Robert's Rules of Order Newly Revised 11th Edition | | | | | | | | |
| **§** | **Name:** | **Purpose** | **YOU SAY:** | **INTERRUPT?** | **2ND?** | **DEBATE?** | **AMEND?** | **VOTE?** |
| §21 | Adjourn | End the Meeting | I move to adjourn | No | Yes | No | No | Majority |
| §22 | Adjourn at a specific time | Fix the time in which to adjourn | I move to adjourn no later than… | No | Yes | No | No | Majority |
| §20 | Recess | Take a break | I move to recess for ... | No | Yes | No | Yes | Majority |
| §19 | Rise to a question of privilege | Register a Complaint | I rise to a question of privilege | Yes | No | No | No | None |
| §18 | Call for order of the day | Get back to following the agenda | I call for the orders of the day | Yes | No | No | No | None |
| §17 | Lay on the table | Lay aside temporarily | I move to lay the question on the table | No | Yes | No | No | Majority |
| §16 | Call for previous question | Close debate | I move the previous question | No | Yes | No | No | 2/3 |
| **§** | **Name:** | **Purpose** | **YOU SAY:** | **INTERRUPT?** | **2ND?** | **DEBATE?** | **AMEND?** | **VOTE?** |
| §15 | Limit or extend debate | Limit or extend debate | I move that debate be limited to ... | No | Yes | No | Yes | 2/3 |
| §14 | Postpone to a certain time | Postpone to a certain time | I move to postpone the motion to ... | No | Yes | Yes | Yes | Majority |
| §13 | Refer to committee | Refer to committee | I move to refer the motion to ... | No | Yes | Yes | Yes | Majority |
| §12 | Amend | Modify wording of motion | I move to amend the motion by ... | No | Yes | Yes | Yes | Majority |
| §11 | Postpone Indefinitely | Effectively kill a main motion | I move that the motion be postponed indefinitely | No | Yes | Yes | No | Majority |
| §10 | Main Motion | Bring business before assembly | I move that [or "to"] ... | No | Yes | Yes | Yes | Majority |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 2, Incidental Motions.** | | | | | | | | |
| **No order of precedence. These motions arise incidentally and are decided immediately.** | | | | | | | | |
| § | Name: | PURPOSE: | YOU SAY: | INTERRUPT? | 2ND? | DEBATE? | AMEND? | VOTE? |
| §23 | Point of order | Enforce rules | Point of Order | Yes | No | No | No | None |
| §24 | Appeal the decision of the Chair | Submit matter to assembly | I appeal from the decision of the chair | Yes | Yes | Varies | No | Majority |
| §25 | Suspend rules | Suspend rules | I move to suspend the rules | No | Yes | No | No | 3-Feb |
| §26 | Object to Consideration | Avoid main motion altogether | I object to the consideration of the question | Yes | No | No | No | 3-Feb |
| §27 | Division of the question | Divide motion | I move to divide the question | No | Yes | No | Yes | Majority |
| §28 | Consideration by paragraph or seriatim | Consider each part of a long motion before voting on the entire motion | I move for consideration by… | No | Yes | No | Yes | Majority |
| §29 | Division of the Assembly | When a voice vote is too close to call | I move for a rising vote (Can be done by raising hands or other means decided by the Chair) | Yes | No | No | No | None |
| §33a | Parliamentary inquiry | Parliamentary law question | Parliamentary inquiry | Yes if urgent | No | No | No | None |
| §33b | Point of information | Request for information | Point of information | Yes if urgent | No | No | No | None |
| §33c | Motions related to nominations | For methods & situations not covered by the by-laws | I move… (e.g. I move the Chair appoint a committee of 3 to make recommendations on the replacement of [name] who resigned. | No | Yes | No | Yes | Majority, |
| §33d | Request for information | Ask for information pertaining to a motion on the floor | Request substantive information on the motion being discussed. | Yes | No | No | No | None |
| §33e | Request for Permission to Withdraw or Modify a Motion | Withdraw or change a motion already stated by the chair | I request to withdraw the motion1 | Yes | Yes | No | No | Majority |
| §33f | Excused from duty | Avoid a compulsory obligation of membership or office | I request to be excused from…. | Yes | Yes | Yes | Yes | Majority |
| §33g | Request to Read Papers | Read something to the assembly | I request to read… | Yes | Yes | No | No | Majority |
| §33h | Request for Other Privilege | Speak or make remarks when no business is pending | I request to…. (e.g. show a presentation) | No | No | No | No | Majority |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Part 3, Motions That Bring a Question Again Before the Assembly.** | | | | | | | | |
| No order of precedence. Introduce only when nothing else is pending. | | | | | | | | |
| **§** | **Name:** | **Purpose** | **YOU SAY:** | **INTERRUPT?** | **2ND?** | **DEBATE?** | **AMEND?** | **VOTE?** |
| §34 | Take matter from table | Bring a tabled motion up again | I move to take from the table ... | No | Yes | No | No | Majority |
| §35 | Cancel previous action | Cancel previous action | I move to rescind ... | No | Yes | Yes | Yes | 2/3 or Majority with notice |
| §36 | Discharge a committee | A way to bring the motion back to the assembly for further action | I move the [committee name] be discharged.  or  I move the I move the [committee name] be discharged from further consideration of…. | No | Yes | Yes | Yes | 2/3 or Majority with notice2 |
| §37 | Reconsider 3 | I move to reconsider…. | I move to reconsider … | No | Yes | Yes, only if the motion to be reconsidered is debatable | No | Majority |

1Can only be made by the person who made the motion. If a main motion is withdrawn, all adhering motions (such as amendments) are no longer before the body as well

2 A committee can be discharged by a majority vote without notice if the committee has failed to report by the time required in its instructions, or whenever the assembly is considering its partial report

3Must be made by someone on the prevailing side, on the same day (or next day in the case of multiday sessions). Until the Motion to Reconsider is disposed of or lapses, the effect of the original vote is suspended, and no action can be taken to implement it. The motion to be reconsidered cannot be reconsidered.