Robert's Rules of Order

5 Steps to keep meetings on track.

By-laws are your group's governing rules. Be sure to have them on hand. They're helpful when questions and disagreements come up.

1. **Call to Order and Welcome. Start the meeting with an agenda and follow it in order.**

2. **Review and approve the minutes.**

3. **Old Business (go through business items one by one)**

4. **New business (announcements, recommendations, miscellaneous)**

5. **Adjourn**

Voting Procedures

Motion

Member makes a motion: "I move that we have a welcome-back picnic!"
Second (every motion requires a second)
Discussion: "Great idea!"
Vote: Motion passes

- President doesn't make motions but can call for one: "Do I hear a motion to..."
- President can vote but usually doesn't
- No cross talk—speak to the person leading the meeting.
  This helps everyone keep track of discussion.

Motion With Amendment

Motion: "I move that we have a welcome-back picnic!"
Second (every motion requires a second)
Discussion: "Great idea!"
Amendment: "I move that we make it a barbecue!"
Vote on amendment: Amendment passes
Vote on amended motion: "Let's have a welcome-back barbecue!"
Amended motion passes

Adapted from PTO Today