

## A Dozen Traditional rules for an orderly and effective meeting<sup>1</sup>

1. One person, the presiding officer (PO) conducts the meeting.
2. The meeting agenda is provided in advance, with sufficient detail to allow members to anticipate issues, discuss alternatives and consider questions.
3. The PO calls the meeting to order, presides over officer, staff and committee reports, member presentations, guides discussion of motions and votes; Generally keeps the meeting on task.
4. Decisions regarding quorums, order of business, etc. follow consistent and established processes.
5. Business is taken up one item at a time, based upon an agenda provided in advance and reaffirmed at start of the meeting.
6. Business is carried out by using established processes and motions (See opposite side).
7. Members speak (a) to issues on the floor, (b) by taking turns, one at a time, (c) only after being recognized by the PO (d) in the order in which they seek recognition and (e) only a second time on an issue after all other members also have had the opportunity.
8. The PO ensures that all sides of an issue are heard and rules of discussion are followed.
9. The PO does not take sides in the discussion of a motion. He/she can voice an opinion if asked, or if he/she relinquishes the chair to do so.
10. The PO does not vote except to break a tie.
11. Any motion may be voted on by a paper ballot if a motion is made and passed to do so.
12. To take up a topic in a less structured format, it is a simple matter to make and pass a motion to “consider an issue informally.”

<sup>1</sup>Derived from Robert’s Rules of Order, Newly Revised (2000)

The basic motions necessary to conduct business<sup>1,2</sup>

Motion name	(Purpose)	Vote	Debate?	Amend?
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**Main motions**

<u>Main</u>	<i>(Propose an action)</i>	Majority	Yes	Yes
<u>Rescind</u>	<i>(Cancel earlier motion)</i>	2/3rds	Yes	Yes
<u>Reconsider</u>	<i>(Debate &amp; vote again)</i>	Majority	Yes	No
<u>Take from table</u>	<i>(Take up tabled motion)</i>	Majority	No	No

**Subsidiary Motions**

<u>Amend</u>	<i>(Change motion wording)</i>	Majority	Yes	Yes
<u>Refer to Committee</u>	<i>(Send to committee)</i>	Majority	Yes	Yes
<u>Consider Informally</u>	<i>(Discuss informally)</i>	Majority	Yes	No
<u>Postpone definitely</u>	<i>(To specified date/time)</i>	Majority	Yes	Yes (time)
<u>Limit debate</u>	<i>(Time limit on debate)</i>	2/3rds	No	Yes (time)
<u>Call previous question</u>	<i>(Close debate)</i>	2/3rds	No	No
<u>Table</u>	<i>(Set aside for later)</i>	Majority	No	No
<u>Postpone Indefinitely</u>	<i>(Kill motion)</i>	Majority	Yes	No

**Privileged Motions**

<u>Set time to adjourn</u>	<i>(Set time end meeting)</i>	Majority	Yes	Yes (time)
<u>Adjourn</u>	<i>(End meeting)</i>	Majority	No	No
<u>Recess</u>	<i>(Take a break)</i>	Majority	No	Yes (time)
<u>Orders of the day</u>	<i>(Follow agenda)</i>	1 member	No	No

**Incidental motions**

<u>Withdraw a motion</u>	<i>(Withdraw)</i>	Gen. Consent	No	No
<u>Division of house</u>	<i>(Vote with count/paper)</i>	1 member	No	No

<sup>2</sup>Summarized for use by lake associations, lake districts and other boards or groups. Jim Abbs (2005)