

## Simplified Robert's Rules for Meeting.

### **Motions (Robert's Rules)**

1. Chair may not make or second a motion. However, Chair may “entertain” – ask for a motion to be made.
2. Motion is made then Seconded.
3. Chair asks for Discussion – 3 Pros and 3 Cons, alternating between pros and cons (number is subject to change depending on complexity of issue).
4. After discussion, an informed group conscience is taken: the Chair restates the motion and takes the vote. Voters count off.
5. Motion either carries or fails by simple majority (50% of those voting+1), unless otherwise decided (e.g., 2/3 majority of those voting). Abstentions are not included in figuring the percentages.
6. Always make sure to complete motion on table before making another motion.
7. To amend a motion, ask person presenting the motion whether they accept the amendment. Then state the amended motion and vote on amended motion.
8. Everything that comes up is put into motion form, then seconded, pros and cons discussed, and voted upon.

9. There are some issues that are not yet ready for motion. For example, where research is needed, or where controversy may exist, it is appropriate for discussion to begin and views aired. The Chair then may ask for research and prayer and the issues to be tabled for next business meeting (specify date of next business meeting).

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## **Suggested Business Meeting Format for Meetings**

The Meeting Secretary conducts the Business Meeting.

Let us open with the Serenity Prayer.

Can we have a timekeeper please?

This meeting lasts \_\_\_\_\_ minutes unless a motion is made to continue.

A. Old Business (reports on pending or concluded matters, if any)

- 1.
- 2.
- 3.

B. New Business (includes any new matters to be taken up; see preceding Simplified Robert's Rules for discussion and voting procedure)

- 1.
- 2.
- 3.

Close meeting with Serenity Prayer