

Robert's Rules of Order: Quick Reference Guide

Robert's Rules of Order is the standard set of rules to run orderly meetings. The rules help provide the most fairness to all meeting attendees. They were first published in 1876 by Henry M. Robert.

Agenda Items	Typical Language Used by Person Running the Meeting
Call to Order	"I call this meeting to order."
Roll Call	"Will the secretary please do roll call?" "We have a quorum. Will the secretary please read the minutes of the last meeting?"
Reading and Approval of Minutes	"Are there any corrections to the minutes?" "If there are no corrections, the minutes stand approved."
Officer Reports	"We'll now move to the officer's reports. Will the treasurer please read or submit their report?" "Are there any questions concerning the treasurer's report?" "Will the vice president now give their report?"
Unfinished Business	"We'll now move on to unfinished business. At the last meeting..."
New Business	"The meeting is now open for new business." "It has been moved and seconded that... Is there any further discussion?" "We will now vote on the motion to... All in favor say 'aye' and all opposed say 'nay'. The motion (passes/fails)."
Announcements	"Are there any announcements?" "The next meeting will be held on..."
Adjournment	"May I please have a motion to adjourn the meeting?"

Handling Motions

- Member says, "I move to..."
- Another member seconds the motion by saying "I second" or a chair asks, "Is there a second?"
- Chair states the motion and asks for discussion.
- Members enter a debate. Make of motion has first right of floor. Debate only on the merits of the motion!
- Debate is closed when no members seek further discussion.
- Chair puts the motion to vote.
- Chair announces the results of the vote.