# Robert's RULES 101

Steps to keep meetings on track.



2 Approve the minutes

## **BYLAWS**

Bylaws are your group's governing rules.

Be sure to have them on hand. They're helpful when questions and disagreements come up.

Hear the treasurer's report

(no vote needed)

Committee reports as needed

Old business (go through business items one by one)

## **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 chair. 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 ideal"

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!"

Amena a motion passes





