

LOYALIST COLLEGE
Conducting a Meeting using Robert's Rules

A. General Order of Meetings:

1. Call to Order
2. Approval of Minutes
3. Reports from Committee Members
4. Unfinished (old) Business
5. New Business
6. Adjournment

B. Procedure to Make a Motion:

1. To speak in a meeting, member first seeks recognition from the Chair.
2. Member states the motion (e.g. "I move that we...").
3. Member may give a brief explanation for introducing the motion.
4. Another member must second the motion to continue.
5. Chair calls for discussion on this motion (Note: the member introducing the motion has the right to speak first).
6. Members wishing to discuss the motion seek recognition from the Chair before speaking.
7. Chair calls for a vote on the motion and announces the result.

C. Procedure to Amend a Motion:

1. During discussion, it may become apparent that an amendment to the original motion is necessary. Anyone may request to amend the original motion, but the proposed amendment must be related to the subject of the main motion.
2. Member seeks recognition from Chair and then states the amendment.
3. Amendment must be seconded.
4. Chair calls for discussion on the amendment.
5. Chair calls for a vote on the motion and announces the result.
6. If the amendment passes, the motion on the floor is now the amended motion. If the amendment fails, the original motion remains on the floor.

D. Referral to Committee:

1. During discussion, it may become apparent that further information is needed prior to a vote or to reword a motion.
2. A member can make a motion to refer the motion to a Committee.
3. Motion must be seconded.
4. Chair calls for discussion on the amendment.
5. Chair calls for a vote on the motion and announces the result.
6. The Chair appoints a committee, who will report their finding at the next meeting.

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E. Tabling a Motion:

1. Tabling a motion lays aside an item of business temporarily in order to attend to other business.
2. A member makes a motion to table the motion.
3. Motion must be seconded.
4. Chair calls for a vote on the motion (no discussion) and announces the result.
5. A tabled motion cannot be taken from the table until another item of business has been transacted.
6. If the tabled motion is not removed from the table by the end of the next meeting, the motion ceases to exist.

F. Removing a Motion from the Table:

1. A member can make a motion to remove a motion from the table.
2. Motion must be seconded.
3. Chair calls for discussion. At this point, the discussion proceeds as if the motion has never been tabled in the first place.
4. Chair calls for a vote on the motion and announces the result.

G. Motion to Postpone:

1. A member can make a motion to postpone the motion to another date (usually the next meeting).
2. Motion must be seconded.
3. Chair calls for discussion.
4. Chair calls for a vote on the motion and announces the result.
5. A postponed motion is considered "unfinished business" and automatically comes up for further consideration at the next meeting.