

Conducting an Effective Meeting

The effectiveness of meetings can be greatly enhanced if parliamentary procedures (often referred to as Robert's Rules of Order) is followed. Following is a condensed version of Robert's Rules which may be helpful.

Activity		You Say This	May you interrupt speaker?	Must you be seconded?	Is motion debatable?	What vote is required?
I	1. Introduce business	I move that...	No	Yes	Yes	Majority
II	3. Amend a motion	I move that this motion be amended by ...	No	Yes	Yes	Majority
	4. Have something studied further	I move that we refer this matter to committee	No	Yes	Yes	Majority
	5. Postpone consideration of something	I move we postpone this matter until ...	No	Yes	Yes	Majority
	7. End debate in order to vote	I move the previous question	No	Yes	No	2/3 Vote
	8. Suspend further consideration of something	I move we table ...	No	Yes	No	Majority
III	10. Complain about something (noise, room temp, etc.)	Point of privilege	Yes	No	No	No vote
	11. Recess the meeting	I move that we recess until	No	Yes	No	Majority
	12. Adjourn the meeting	I move that we adjourn	No	Yes	No	Majority
IV	Object to procedure	Point of order	Yes	No	No	No vote: Chair decides
	Vote on ruling by the chair	I appeal the chair's decision	Yes	Yes	Yes	Majority
	Request information	Point of information	Yes	No	No	No vote
	Ask for a vote by actual count to verify a voice vote	I call for a division of the house	No	No	No	No vote
	Object to considering some undiplomatic matter	I object to consideration of this question	Yes	No	No	2/3 vote
V	Take up a matter previously tabled	I move to take from the table	No	Yes	No	Majority
	Reconsider something already disposed of ... (made by member of prevailing side)	I move we reconsider our action relative to ...	Yes	Yes	Yes	Majority
	Consider something out of its scheduled order	I move we suspend the rules and consider	No	Yes	No	2/3 vote

I: Main Motion; II: Subsidiary Motions; III: Privileged Motions -- higher numbers indicate higher precedence when a main motion is pending

IV: Incidental Motions; V: Motions that bring a question again before the assembly -- no precedence