

# **Robert's Rules of Order**

## **Highlights for Neighborhood Association Meetings**

### MEETING OUTLINE

- I. Welcome/Call to Order
  - a. Record number of members in attendance
  - b. Thank everyone for coming
  - c. Opening remarks (if any)
- II. Minutes
  - a. Ask for any corrections to the minutes
    - i. If no corrections, simply state "if there are no corrections, the minutes stand approved as distributed".
    - ii. If there are corrections, address corrections then state "if there are no further corrections, the minutes stand approved as corrected"
    - iii. *NOTE – motion to approve is not necessary; minutes are either approved as read or as corrected.*
- III. Treasurer's Report
  - a. Treasurer is recognized and stands to present the report, which includes:
    - i. Balance on hand as of date of report
    - ii. Total expenditures
    - iii. Total income
    - iv. Any noteworthy items of income or expenses
- IV. Old Business
  - a. Any committees may report; this can include time for discussion and voting where applicable.
- V. New Business
  - a. Guest speakers, topic of the evening.
  - b. Items in New Business should have been already included in the agenda or was requested prior to the meeting.

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### STEPS IN A MOTION

Step 1: A member stands up, is recognized, and makes a motion.

*The proper terminology is "I move that...", not "I want to make a motion that..."*

Step 2: Another member seconds the motion.

*The purpose of the second is to demonstrate that at least two people in the group are interested in bringing the issue in front of the group for discussion.*

*If the motion is presented by a committee, no second is needed as a committee is typically made up of at least two people.*

Step 3: The presiding officer restates the motion to the assembly.

Step 4: The members debate the motion.

*The person who made the motion is entitled to speak first.*

*If there are opposing viewpoints, it is recommended to balance the debate between both viewpoints.*

Step 5: Presiding officer asks for the affirmative votes & then the negative votes.

Step 6: The presiding officer announces the result of the voting; instructs the corresponding officer to take the necessary action, if any, and moves on to the next order of business.

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### HOW TO TAKE A VOTE

CONSENT – if there are no motions on the floor and no debate then the chair can use this method to take a vote. Chair states “If there are no objections...” then the item up for vote.

VOICE VOTE – the chair states “All those in favor, say Aye; Opposed, say No”. If it looks like the vote is close between the Aye's and No's, then a counted vote or ballot will be needed.

COUNTED VOTE – this could be by show of hands and counted, or by having people stand and sit down as they are counted.

BALLOT – this is a written vote and is used for election of officers and other business where members may not want to have their votes known or where it would be too difficult to take a counted vote.

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### **Links to online resources**

**Survival Tips on Robert's Rules of Order**  
**<http://www.roberts-rules.com/>**

**Cheat sheet summary**  
**<http://www.dummies.com/how-to/content/roberts-rules-for-dummies-cheat-sheet.html>**

**Full Text**  
**<http://www.robertsrules.org/rror--00.htm>**

**Cheat sheet**  
**<http://www.docstoc.com/docs/2589434/Roberts-Rules-of-Order-Cheat-Sheet>**