

Shortcut on Robert's Rules of Order

A. How the meeting runs

I. Call the meeting to order

Chair: Good afternoon; the meeting of the DAC on Wednesday, February 21, is called to order.

II. Approve the agenda and minutes

Chair: The first order of business is to approve the agenda for today's meeting; do I hear a motion to approve the agenda?

Chair: The second order of business is to approve the minutes of the last DAC meeting on January 24, 2024; do I hear a motion to approve the minutes?

III. Reports of Officers, Boards, and Standing Committees

Chair: The next item on the agenda is the treasurer's/secretary's report.

The chair then asks the officer for a report, and asks the assembly if there are any questions. A vote is not taken, unless the officer makes a recommendation that needs action by the assembly.

IV. Reports of Special Committees (if any)

Same as III, above.

V. Action Items on Agenda

Chair: The next item on the agenda is [state item, ask for motion and second, discuss, then vote].

VI. Adjourn the meeting

If the agenda is done, no motion needed and the Chair simply announces that the meeting is adjourned.

B. How to make a motion:

Member #1 addresses the Chair:

Madam Chair, I move that we have a Halloween Party on October 31, 2024 at Depot Park.

Chair: Do I hear a second?

Member 2: I second the motion.

After a motion is moved and seconded, the assembly can discuss the motion. After there is no more discussion, the Chair asks if there is there further discussion.

Chair: Hearing none, the question is whether we should have a Halloween Party on October 31, 2024 at Depot Park. All in favor, say “aye.” All opposed, say “no.”

You can have a voice vote, a show of hands, or by ballot.

C. How to amend a motion:

Suppose in the last scenario during discussion, a member reminds the assembly that the motion does not have a time set for the party:

Member 3: I move to amend the motion to include that the party will start at 7:30 p.m.

Chair: Do I hear a second?

Member 1: I second the motion.

Chair: It is moved and seconded that the motion to have the party is amended to include a starting time of 7:30 p.m. Is there any discussion about the amendment?

Chair: Hearing no further discussion, all in favor of amending the motion to add a starting time of 7:30 p.m.?

If the amendment passes, then it is time to vote on the main motion as amended.

If during discussion of the amendment another member proposes a second amendment, it is a secondary amendment.

Process: Vote on the secondary amendment
 Vote on the first amendment
 Vote on the main motion.

D. Types of motions

1. Main motion – made to adopt business before the assembly
2. Subsidiary motions – applied to main motions to modify or delay
 - a. Motion to table
 - b. Motion to limit debate
 - c. Motion to postpone to a certain time
 - d. Motion to refer a matter to a committee
 - e. Motion to amend
 - f. Motion to postpone indefinitely

E. Can a chair make or second a motion?

1. Split of opinion: some say yes, some say no
2. Yes – a member of the assembly and has the same rights as the others
3. No – but then says “I will entertain a motion ...”
4. Best way is to not make the motion. Chair must maintain the appearance of impartiality. Even if the Chair **can** make or second a motion, the Chair **should not** make or second a motion.