

ROBERT'S RULES CHEAT SHEET

Robert's Rules provides rules and procedures that allow a PAC to make its decisions efficiently, but with all due regard for the rights of the minority.

USING ROBERT'S RULES: THE PRESIDING OFFICER'S SCRIPT

The best presiding officers plan ahead. With an agenda and knowledge of the business at hand before the meeting, a plan can turn into a script like the following example that following Robert's Rules and will enable you to preside like a pro.

PRESIDENT'S SCRIPTED AGENDA

June 19, 2012

CALL TO ORDER:

3:00 p.m.

Rap the gavel once. One time.

The meeting will come to order.

APPROVAL OR CORRECTION OF MINUTES

The secretary's draft of the minutes of the May meeting was sent to you last week, and a copy is in your meeting packet. Knowing you all to be judicious minute-readers, please let me know now if you found any errors.

Pause.

Are there any corrections to the minutes as distributed?

Take corrections until there are no more.

If there are no (further) corrections, the minutes stand approved as distributed (corrected).

The next order of business is officer reports.

REPORTS OF OFFICERS

PRESIDENT'S REPORT

You have a copy of my written report, so I'll review a couple of highlights and move on.

TREASURER'S REPORT

Let's take a minute to review the finance statement.

We have \$21,272 total cash accounts. You have in your meeting packets some financial reports for the period 1/1- present.

You have an itemized income and expense report covering our year to date in your materials along with an expense detail available; if you have any questions, I'll be glad to try to answer them.

HANDLE QUESTIONS

No action is required on the treasurer's report. It will be filed for audit.

PARK SUPERVISORS REPORT

The PRESIDENT recognizes PARK SUPERVISOR for a report.

Thank you INSERT NAME

COMMITTEE REPORTS

Next order of business is reports of committees.

The chair recognizes NAME committee report.

[Script and handle motions arising from this report]

Thank you.

The motion passes, and the resolution is adopted.

IF THERE ARE RECOMMENDATIONS:

There are a number of recommendations here and we'll take them up one at a time. . . .

Ask Secretary to read the first recommendation. Someone then should "move the adoption of the recommendation just read."

State the motion

It is moved to adopt the recommendation just read. Is there debate?"

Handle discussion; put the question when ready by saying,

Those in favor say "Aye" [pause]

Those opposed say "No". . . .

The motion passes (fails) and the recommendation is (not) adopted.

NEW BUSINESS

Is there new business?

The Chair recognizes AB.

[AB makes motion and it is seconded.]

Handle debate, put the question, and announce the result.

Is there any further business to come before the meeting?

ANNOUNCEMENTS

We need to set the date for our next meeting. It looks like DATE is the usual date. Shall we meet next at 3 pm on September 18? Hearing no objection, we'll meet next on DATE and TIME at LOCATION.

ADJOURN

There being no further business to come before the board, the meeting is adjourned.

MAKING AND HANDLING MOTIONS FOLLOWING ROBERT'S RULES

In an organization that's following Robert's Rules, when that light bulb goes off in your head and you have a great idea, you make a motion to get your idea discussed and a decision made. Here are the eight steps required from start to finish to make a motion and get the decision of the assembly. Each step is a required part of the process.

WHEN MAKING A MOTION

1. The member rises and addresses the chair. "Mr. /Madam Chairman."
2. The chair recognizes the member. "The chair recognizes NAME"
3. The member makes a motion. Example: "I move to consider purchasing snacks for summer camp"
4. Another member seconds the motion. "Second."
5. The chair states the motion. "It is moved and seconded to purchase snacks for summer camp."
6. The members debate the motion. "The chair recognizes NAME to speak to her motion. . ."
7. The chair puts the question, and the members vote. "Those in favor of adopting the motion to purchasing snacks for summer camp, say 'Aye.' [pause] Those opposed, say 'No.'"
8. The chair announces the result of the vote. "The ayes have it, and the motion carries. The PAC will purchase snacks for summer camp"

FOLLOWING THE STANDARD ORDER OF BUSINESS

1. Reading and approval of minutes
2. Reports of officers, boards, and standing committees
3. Reports of special (select and ad hoc) committees
4. Special orders
5. Unfinished business and general orders
6. New business