



COUNCIL

FOR MILITARY SPOUSE CLUBS

Roberts Rule of Order

The Quick & Easy Version

Roberts Rule of Order will help your club stay on track and on time while ensuring all items requiring a board vote have the chance to be discussed.

Ideally, the agenda and a brief summary of items requiring a vote should be made available to the board prior (24-48 hours) to the meeting to allow members to re-view and prepare any questions for discussion.

Introduce Item for Discussion

This can be done by the President or by the person who has the background information. ex: Prior months minutes (Secretary), donation requests (Treasurer), procedural change, etc

Make a Motion

Somone other than an non-voting member* can make a motion to include an action or decision.

Second

Somone other than a non-voting member seconds the motion .

Note: An item is not allowed to be discussed unless there are two people interested in discussing the topic. This prevents one person from taking over a meeting.



Discussion

Once there is a motion and a second, discussion can start. Keep discussions short but give everyone a chance to speak who may have an opinion. Allow sufficient time for an informed decision. This is usually 5-10 minutes per topic, depending on time available for the entire meeting. All discussion should be relevant to the motion on the table. The Parliamentarian/President should keep the discussion on track.

Note: Not all motions require discussion, but all motions should be afforded the opportunity to be discussed if two people feel the need

Motions that Can Amend A Prior Motion

To Table a Motion

A discussion can be tabled to later in the meeting or a later date, which will require a second "I make a motion to table this discussion until the next meeting. In the meantime, we will gather more information."

To Commit a Motion

This is used to place a motion in committee, requires a second, and majority to carry. The committee should provide a report on the motion.

To Call for the Question

This ends the debate immediately, requires a second, and the current motion on the table is voted on. "I call for the question"

Note: If more than one motion is proposed, the most recent motion takes precedence over the ones preceding it.

Taking a Vote

The Parliamentarian or President will ask the following and the secretary will record votes for: Approve, Oppose, Abstain – include names and reason (This option should be used sparingly and is most commonly used when there is a conflict of interest by the voting members.)

Recording - Motion and Discussion

The Secretary should be taking notes of who has motioned, seconded, any pertinent information from the discussion (not verbatim, only key points)

This process allows all members to participate and share ideas in an orderly manner.