



ROBERT'S RULES CHEAT SHEET

from Robert's Rules for Dummies, 3rd Edition by C. Alan Jennings, PRP

This is a very basic overview and does not cover every circumstance. If you plan on using Robert's Rules of Order, it is recommended that you obtain a comprehensive guide. This sheet also presents the most formal version. Many organizations set an informal tone, but still follow the general procedure. If your association does decide to follow these rules, it should be voted on to demonstrate consensus. It is the chair's responsibility to enforce these procedures and facilitate a productive conversation.

Robert's Rules provides rules and procedures that allow a deliberative assembly to make its decisions efficiently, but with all due regard for the rights of the minority. Following the rules ensures a more fair and more achievable outcome without wasting time, but remembering all the details of parliamentary procedure can be a tall order. Keeping some quick reference material on hand when you enter a meeting will ensure you have the important information you need to effectively and democratically achieve the business of the assembly.

FOLLOWING THE STANDARD ORDER OF BUSINESS

An easy way to remember the Robert's Rules standard order of business is with the mnemonic 3R-SUN — you can see it clearly in the following list. This list is a quick reference to make it easy for you to set up a basic agenda for your meeting.

- Reading and approval of minutes
- Reports of officers, boards, and standing committees
- Reports of special (select and ad hoc) committees
- Special orders
- Unfinished business and general orders
- New business

MAKING AND HANDLING MOTIONS FOLLOWING ROBERT'S RULES

In an organization that is 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.

What to say:

1. The member rises and addresses the chair "Mr. /Madam Chair."
2. The chair recognizes the member. "The chair recognizes Ms. Gliggenschlapp."
3. The member makes a motion. "I move to purchase a copy of Robert's Rules For Dummies for our president."

4. Another member seconds the motion. “Second.”
5. The chair states the motion. “It is moved and seconded to purchase a copy of Robert’s Rules For Dummies for our president. Are you ready for the question?”
6. The members debate the motion. “The chair recognizes Ms. Gliggenschlapp to speak to her motion.”
7. The chair calls the question, and the members vote. “Those in favor of adopting the motion to buy a copy of Robert’s Rules For Dummies for your president, say ‘Aye.’ [pause] Those opposed, say ‘No.’”
8. The chair announces the result of the vote. “The ayes have it, and the motion carries. A copy of Robert’s Rules For Dummies will be purchased for our president.”

For an example script, visit:

<http://www.dummies.com/careers/business-skills/roberts-rules-for-dummies-cheat-sheet/>

