

Cheat Sheet of Robert's Rules of Order

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What is Parliamentary Procedure?

Parliamentary Procedure, or [Robert's Rules of Order](#) is a set of rules for conduct at meetings that allows everyone to be heard and to make decisions without confusion.

Order of Business

Membership meetings of our local union usually follow a fixed order of business:

1. Roll call of officers and stewards
2. Additions/changes/deletions to the agenda
3. Approval of agenda
4. Reading of the minutes of the previous meeting
5. Report of Financial Secretary
6. Reports of officers, committees and delegates
7. General announcements and communications
8. Good and Welfare
9. Does anyone know of a member out of work or in distress
10. Unfinished business
11. New business
12. Adjournment

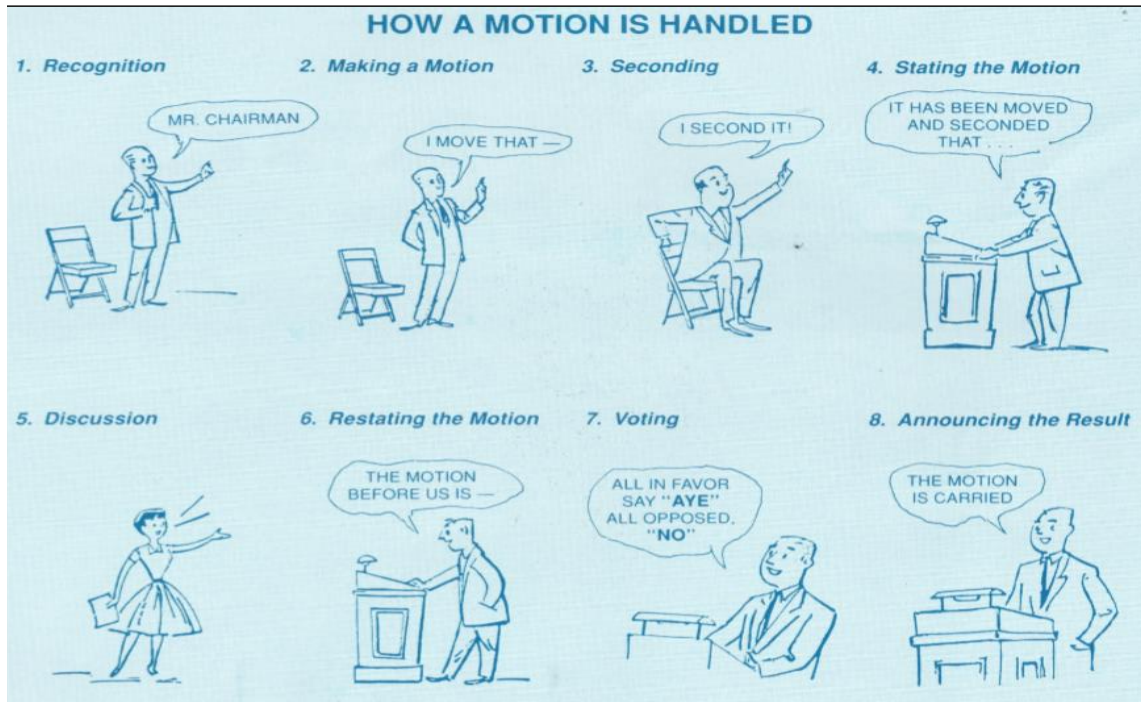
Motions -> the members expressing themselves

Members express themselves by making motions. A motion is a proposal that the entire membership can take a decision on. Individual members can:

1. Call to order.
2. Make a motion.

3. Second a motion.
4. Debate a motion.
5. Vote on a motion.

How are Motions Presented?



1. Obtaining the floor
 - Get on **stack** in order to speak
2. Make Your **Motion**
 - Speak in a clear and concise manner. Say, "I move that we ..."
3. Wait for Someone to **Second** Your Motion
 - Another member will second your motion or the Chair(wo)man will call for a second.
 - If there is no second to your motion it is lost.
6. The Chair(wo)man States Your Motion
 - The Chair(wo)man will say, "it has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
 - The membership then **debates your motion**.
 - Once your motion is presented to the membership it becomes "assembly property", and cannot be changed by you without the consent of the members.

7. On the course of the discussion a member can **motion to amend**

- The motion to amend takes three basic forms:
 - Inserting or adding words or paragraphs.
 - Striking out words or paragraphs.
 - Striking out words and inserting or adding others, or substituting an entire paragraph or complete resolution for another.

>> Amendments need to be made in good faith, i.e not changing the main point of the original amendment. If you want to change the original statement substantially, you can propose a Substitute motion (see below)

- A **substitute amendment** is an amendment that changes more than 1 paragraph, and addresses the same topic as the original amendment. It would replace the existing language of a proposal/motion with its own. An amendment can be used to transform a motion into a form that is more likely to be accepted or rejected.

>> At the end of discussion on the substitute amendment (which can include good faith motions to it) the chair puts the question to members "Should the substitute motion become the main motion?" members then vote whether to accept or reject the substitute amendment.

Yes vote means that the original motion is rejected and does not exist anymore, and the substitute motion becomes the original motion.

No vote means that the substitute motion is rejected and the original motion is accepted.

8. Putting the Question to the Membership - **Vote**

- The Chair(wo)man asks, "Are you ready to vote on the question?"
- Alternatively, any member can **"call the question"**, to close the debate and vote.
- If there is no more discussion, a vote is taken. If there is opposition it requires 2/3 voting in favor (i.e. 2/3 votes cast to stop the debate)

9. The agenda and time for the meeting is set at the beginning through a motion - **If we are running out of time at the meeting**, the chair will ask:

- That either we vote on any open motion and/or table any items left on the agenda
- Or that there is a **motion to lengthen the meeting and continue the debate for X min** (which needs to be seconded and voted by majority/not opposed).

Votes

There are five methods used to vote by most organizations, they are:

1. **By Voice** -- The Chair(wo)man asks those in favor to say, "aye", those opposed to say "no". Any member may move for an exact count.
2. **By Roll Call** -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.

3. **By General Consent** -- When a motion is not likely to be opposed, the Chair(wo)man says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. **By Division** -- This is a slight verification of a voice vote. It does not require a count unless the chair(wo)man so desires. Members raise their hands or stand.
5. **By Ballot** -- Members write their vote on a slip of paper, this method is used when secrecy is desired.

Motions related to voting

There are two other motions that are commonly used that relate to voting.

1. **Motion to Table** -- This motion is set aside until a specific time (like a future meeting). However, the option is always present to "take from the table", for reconsideration by the membership.
 - a. **Table to a specified time when it will be discussed again** - like "*I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.*"
 - b. **Not specifying time to be discussed again** - then the topic won't be discussed until a member "takes it from the table" which will require a majority of members to vote so at the meeting or a future meeting.
2. **Motion to Refer** -- This motion is sent to a committee to provide more information. With this you stop discussion at the meeting but propose a committee/working group to discuss it by themselves and either empower them to take a decision on the topic or to bring it back to a future meeting.
3. **Motion to Postpone Indefinitely** -- This is used to "kill" a motion without taking a direct vote on it. A majority vote is required to postpone the motion under consideration. This is made as a motion: "I move to postpone indefinitely...". When passed, the motion cannot be reintroduced at that meeting and to be brought back at subsequent meetings a 2/3 vote is required.

Number of Votes Needed

These vote percentages are counted from the members in attendance only (but see the note on quorum below).

- Adjourn - Majority (1/2+1)
- Recess - Majority
- Suspend further consideration of something - Majority
- End debate - 2/3
- Postpone consideration of something - Majority
- Amend a motion - Majority
- Introduce business - Majority

Motions Out of Order:

- Chair rules the motion “**out of order**” or a member declares “**point of order**” (when a member thinks that the rules of the assembly are being violated, calling upon the chair for a ruling and an enforcement of the regular rules).
 - If you disagree with a decision of the chair - say “*I appeal from the ruling of the chair*” and the question will be decided by majority vote.
 - If the chair doesn't rule “out of order” something that you think should be - a 2/3 voting members have to approve that the topic is out of order and can't be discussed.
- Reasons a motion may be out of order:
 1. **Conflicts with federal or state law or goes against the bylaws or the UAW constitution.** Even if the vote is unanimous, it is null and void.
 2. **Proposed action outside the scope of the organization,** unless two-thirds of the members present and voting agree to admit the motion.
 3. **Conflicts with a motion previously adopted,** some other motions need to get passed before her original motion is in order.
 4. **Presents essentially the same question that was rejected, postponed or referred earlier during the same meeting** - unless somebody who voted on the prevailing side moves to reconsider and a majority agrees to undo the vote and talk about it some more and vote again.

The consideration of quorum

According to our [bylaws](#) (Art 5 Section 3, pg. 4): A quorum for membership meetings is twenty five (25) members of the Local Union in attendance. If “**quorum is called**” that means that unless there are 25 voting members in attendance a decision is blocked and we have to call another meeting.

Tips in Parliamentary Procedure

The following summary will help you determine when to use the actions described in Robert's Rules.

[Adapted from [University of Louisiana Monroe](#)]

A main motion must be moved, seconded, and stated by the chair before it can be discussed.

- **If you want to move, second, or speak to a motion:**
 - In person - raise your hand and address the chair
 - On zoom - write stack on the chat or raise your hand with the zoom option.
- **If you approve the motion as is,** vote for it.

- **If you disapprove the motion**, vote against it.
- **If you approve the idea of the motion but want to change it**, amend it or submit a substitute for it.
- **If you want advice or information to help you make your decision**, move to refer the motion to an appropriate quorum or committee with instructions to report back.
- **If you feel they can handle it better than the assembly**, move to refer the motion to a quorum or committee with power to act.
- **If you feel that the pending question(s) should be delayed so more urgent business can be considered**, move to lay the motion on the table.
- **If you want time to think the motion over**, move that consideration be deferred to a certain time.
- **If you think that further discussion is unnecessary**, move the previous question.
- **If you think that the assembly should give further consideration to a motion referred to a quorum or committee**, move the motion be recalled.
- **If you think that the assembly should give further consideration to a matter already voted upon**, move that it be reconsidered.
- **If you do not agree with a decision rendered by the chair**, appeal the decision to the assembly.
- **If you think that a matter introduced is not relevant to the matter at hand**, a point of order may be raised.
- **If you think that too much time is being consumed by speakers**, you can move a time limit on such speeches.
- **If a motion has several parts, and you wish to vote differently on these parts**, move to divide the motion.