

Excerpt from the MIC3 Executive Committee Manual, page 18

Robert's Rules of Order Tips

Committee chairs should use the following tips not as a replacement for Robert's Rules of Order, but as a quick reference guide to facilitate meetings. These tips serve to answer frequently asked questions regarding parliamentary procedure.

Quorum

Before an organization can legally conduct business, a quorum must be present. The appropriate number of Members needed for a quorum is one more than half of the voting Members. **A quorum must be maintained throughout the entirety of the meeting or any business is null and void.**

Common Motions

In a smaller meeting, like a committee or board meeting, often only four motions are used:

- To introduce (motion)
- To change a motion (amend)
- To adopt/receive (accept a report without discussion)
- To adjourn (end the meeting)

Approving Agendas, Minutes and Adjournment

Agendas, minutes and adjournments can be approved by general consent or acclamation. They can also be approved with a motion and a second. Minutes may be approved as read or as corrected. (Minutes may be corrected regardless of the time that has elapsed.)

Tips in Parliamentary Procedure

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

- **A motion must be moved, seconded, and stated by the Chair before it can be discussed.**
- **If you approve of 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 that the pending question(s) should be delayed so more urgent business can be considered, *move to lay the issue on the table.***

- **If you think that further discussion is unnecessary**, *move to “call the question”*. Requires two thirds vote to end discussion.
- **If you think that the assembly should give further consideration to a matter already voted upon**, *move that it be reconsidered*.
- **If you think that a matter introduced is not germane 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*.