

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*.