

Robert's Rules of Order: Simplified

The Presiding Officer recognizes speakers and entertains motions.

Agenda items are considered in the "Standard Order of Business." For School Land Trust purposes, the Order of Business will generally follow this modified schedule:

1. Reading and approval of minutes
2. Training
-by Land Trust Facilitator
3. School Report
-by School Director or Land Trust Facilitator
4. Unfinished Business
5. New business

Reports will require a motion to approve, a second, and a vote taken and recorded. A majority of the Council members is required to approve a report.

A change in the "Standard Order of Business" may be done

Making and Handling Motions Following Robert's Rules

Here are the eight steps required from start to finish to make a motion and get the decision of the Council. Each step is a required part of the process.

<i>Step</i>	<i>What to say</i>
1. The member rises and addresses the chair.	"Mr./Madam Chairman."
2. The chair recognizes the member.	"The chair recognizes _____."
3. The member makes a motion.	"I move to approve the 2013-14 School Land Trust Plan."
4. Another member seconds the motion.	"Second."
5. The chair states the motion.	"It is moved and seconded to approve the 2013-14 School Land Trust Plan. Are you ready for the question?"
6. The members debate the motion.	"The chair recognizes _____ to speak to her motion. . . ."
7. The chair puts the question, and the members vote.	"Those in favor of approving the 2013-14 School Land Trust Plan, say 'Aye.' [pause] Those opposed, say 'No.'"
8. The chair announces the result of the vote.	"The ayes have it, and the motion carries. The 2013-14 School Land Trust Plan is approved."

Other common motions:

1. To amend a report by adding words, striking words, or both.
2. To refer a matter to a committee.
3. To limit or close debate (requires 2/3 vote).
4. To postpone a motion to another time (requires 2/3 vote).