Robert's Rules of Order Cheat Sheet

HOW TO INTRODUCE NEW BUSINESS - The Main Motion Process

1

- •Member makes a clearly worded motion to take action or a position.
- •"I move..."
- Motions recorded in minutes

2

- ·Motion must be seconded.
- · "Second!"
- ·A second allows discussion to occur; it does not signify approval.
- ·A motion without a second does not move forward.

3

- ·Chairman restates the motion.
- "It is moved and seconded that..."
- Provides clarity of the second outside and the second of the second of

4

- Discussion/debate occurs.
- Maker of motion starts discussion.
- •Ammendments may be offered return to step 1 to ammend motion: "I move to amend the motion by..."

5

- Chair closes discussion and states the question/asks for a vote.
- •"The question is on the adoption of the motion that "
- Motion repeated word-for-word

6

- Chairman provides voting directions:
- "Those in favor of the motion, say aye";
- "Those opposed, say no"

7

- ·Chairman announces the result of the vote:
- •"The ayes have it, and the motion is adopted" or
- . "The noes have it, the motion is lost."
- · Recorded in minutes