

## Robert's Rules of Order: A Simple Guide for General Council Meetings

Robert's Rules of Order help make meetings fair and organized. It gives clear steps on how to discuss and make decisions during a meeting. Here's a quick guide to some common actions in meetings.

### 1. Adding Items to the Agenda:

- **What it is:** This is when a member wants to add something new to the list of topics to talk about in the meeting. This happens at the beginning of the meeting before the agenda is approved.
- **How to Do It:** A member says, "I move to add [what you want to add] to the agenda."
- **How it works:** Another member says "I second the motion." Then everyone talks about it. After that, everyone votes to decide if it should be added.
- **Outcome:** If most members agree, the item is added. If most disagree, it is not added.

### 2. Making a Motion:

- **What it is:** A motion is an idea that the group should do something or make a decision.
- **How to Do It:** A member says, "I move that [what you want to do]."
- **How it works:** Another member says "I second the motion." Then everyone talks about it. The Chairman will ask everyone to vote.
- **Outcome:** If most members agree, the action will happen. If most members disagree, nothing happens.

### 3. Amending a Motion:

- **What it is:** Amending a motion means making a change to a motion before it is voted on.
- **How to Do It:** A member says, "I move to change the motion by [what you want to change]."
- **How it works:** Another member says "I second the motion." Then everyone talks about the change. After that, everyone votes.
- **Outcome:** If most members agree with the change, the motion is updated. If most disagree, the motion stays the same, and people keep talking about it.

### 4. What Happens When a Motion Passes or Fails:

- **Motion Passes:** If most members say yes, the action will happen, and the Executive Committee will make sure it is done.
- **Motion Fails:** If most members say no, nothing happens, and the Executive Committee moves on to the next topic.

## 5. Point of Order:

- **What it is:** A Point of Order is when a member thinks someone is not following the rules of the meeting, following Robert's Rules of Order.
- **How to Do It:** A member says, "Point of order," and explains what went wrong.
- **How it works:** The Chairman stops the meeting and looks into the problem. The Chairman will decide if the rules were broken.
- **Outcome:** If the Chairman agrees that the rules were broken, they will fix the problem. If not, the meeting continues as planned.

## 6. Adjourning the Meeting:

- **What it is:** This means closing the meeting and finishing the business.
- **How to Do It:** A member says, "I move to adjourn the meeting."
- **How it works:** Another member says, "I second the motion." The Chairman may ask if anyone wants to discuss it, but they do not have to.
- **Outcome:** If most members say yes, the meeting ends. If most members say no, the meeting continues.