

# Robert's Rules of Order Quick Reference

## Basic Terminology

What you want to do	What you need to say
Bring up or start a discussion of a new idea	"I move to [fill in blank]"
Change the wording of a motion under consideration	"I move to amend by {adding words, striking words, etc.}"
Give more time to study/consider the motion	"I move to postpone consideration until [specific time/date]"
Postpone an item/motion to a later time	"I move to table the motion"
Take a short break	"I move to recess [for a set period of time]"
End the meeting	"I move to adjourn"

## Basic Motions

	Must be seconded	Open for discussion	Can be amended	Vote count required to pass
Main motion	✓	✓	✓	Majority
Amend motion	✓	✓		Majority
Close discussion	✓			2/3
Recess	✓		✓	Majority
Adjourn (End meeting)	✓			Majority
Postpone to a later time	✓	✓	✓	Majority
Table	✓			Majority

## Effective Board Meetings Quick Reference

- Board members / administrators / attorneys / etc. are clearly identified by tents / placards with names and roles
- Chair should restate the motion, including any amendments, before taking a vote
- Bylaws supersede Robert's Rules of Order
- Board meetings are administrative in nature
- Use agenda to stay on topic – Chair should redirect discussion back to the topic on the agenda when needed
- Executive session is allowed only to discuss personnel issues