

# ROBERT'S RULES OF ORDER



TUCSON UNIFIED  
SCHOOL DISTRICT

# Agenda

- Purpose of RR
- Motions
- Amendments
- Limiting Discussion
- Revisiting Decisions
- Handling Procedural Questions

# Purpose of Robert's Rules

- Efficiency of meetings
- Order
- Respectful debate

# MOTION PROCESS

1. A member makes a motion.
2. A member seconds a motion.
3. The President states the motion.
4. The members debate the motion.
5. The members vote on the motion.
6. The President announces the vote.

# MOTIONS

- Motion

*Formal proposal by a member for the board to take action*

# MOTIONS

- Seconds
  - Required?
- Withdrawal of a Motion
  - Timing
- Stating the Motion
  - Effect

# Amending Motions

- Amending Motions
  - Informally...?
  - Formal processes

# Amending Motions

- Modification
  - Timing
- vs Friendly & Unfriendly Amendments



# Amending Motions

- Unanimous Consent
- Standard Amendment
- Amendment by Substitution
- Multiple Amendments

# Limiting Discussion

- Motion to Close or Limit Debate
- Previous (“Call”) Question
- Requires a Motion and Second
- Undebatable
- Generally disfavored
- 2/3 Majority required

# Limiting Discussion

## TABLING (Laying on the Table)

- Requires a motion, second and vote by a majority of the members present.
- Cannot be debated or amended.
- No set time for taking up matter again unless specified. (not required.)
- Can take the motion from the table at the same meeting as long as there is a motion, second and majority vote to do so.

# Revisiting Decisions

- Changing a member's vote
  - Timing
  - Process

# Revisiting Decisions

- Reconsideration
  - Who can make the motion
  - When
  - Process
  - Effect

# Revisiting Decisions

- Rescind/Repeal/Amend something previously adopted
  - Who can make the motion
  - When
  - Notice?

# Handling Procedural Questions

- Informally
- Point of Order
- Role of President & GC
- Appeals



Questions?