



Member & Chapter
Services Committee

Robert's
Rules of Order
*Quick Reference
Guide*

April 2026

Robert's Rules of Order

Quick Reference Guide

Member & Chapter Services Committee

Celeste Baldino, *Committee Chair*

Matthew Harwell, *CPE Committee Vice Chair*

Chapter Officer Toolkit Subcommittee

Jeryl Anderson, RPL, CPE

Eric Baker

Katrishia Harrison

Michelle Hernandez

Amy Kosinsky, RPL

LaToya Marz, RPL

Susan Saunders

Katrina Young

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Robert's Rules of Order

Quick Reference Guide

This guide provides a concise overview of procedures for conducting efficient, fair, and professional meetings in accordance with Robert's Rules of Order. Practices may vary based on chapter bylaws, so always confirm requirements with your governing documents and legal counsel.

Core Principles

- **Quorum:** The minimum number or percentage of voting members that must be present to conduct official business.
- **Majority Vote:** More than half of votes cast (abstentions are not counted).
- **President/Chair's Role:** Facilitate meeting impartially, stay neutral in debate, and maintain decorum for the attendees.

Standard Order of Business

Below are the minimum items that should be on the meeting agenda:

1. Call to Order
2. Roll Call / Establishing Quorum
3. Approval of Previous Minutes
4. Officer & Committee Reports
5. Old or Unfinished Business
6. New Business
7. Announcements
8. Adjournment

How to Make a Motion

1. Member: "I move that..."
2. Someone seconds the motion
3. President/Chair restates the motion
4. Any debate or discussion
5. Vote
6. President/Chair announces the result

Common Motions

- **Main Motion** – Introduces new business
- **Amend** – Change the wording of a pending motion
- **Refer to Committee** – Assign the matter for further review

- Table/Postpone – Delay consideration
- Point of Order – Raises a concern about procedure
- Call the Question – Ends debate (requires 2/3 vote)
- Adjourn – Ends the meeting

Important: Motions should be phrased in the affirmative whenever possible, as this ensures clarity and avoids confusion (e.g., “I move that we...” rather than “I move that we do not...”).

Debate & Discussion Basics

- Members speak only after being recognized by the president/chair
- President/Chair should alternate pro/con if possible
- Members generally may speak twice to a motion

Voting Methods

- Voice Vote – Most common for routine matters
- Hand/Electronic Vote – Clearer counts, used in virtual/hybrid meetings
- Roll Call Vote – Used for financial matters or when bylaws require recorded votes
- Ballot Vote – Common for elections or sensitive decisions
- Proxy Vote – Authorized alternate voting on behalf of a member (Note: this type of vote is based on rules outlined in your governing documents)

Minutes – What to Record

- Date, time, and type of meeting
- Attendance and quorum status
- Motions: exact wording, who made them, results
- Reports received (summary only)
- Time of adjournment
- Secretary’s signature (or person submitting draft minutes for consideration)

Executive Session Basics

Executive Sessions are considered confidential and should only be attended by members of the body. The group may vote to admit specific individuals, such as legal counsel or staff, depending on the topic of discussion.

- A member must make a motion to enter executive session
- Another member must second the motion
- The motion can be debated and discussed
- A majority vote must be reached for the motion to pass and the group to enter executive session
- Minutes are taken separately and are kept confidential; they should be retained separate from the regular meeting minutes and are not considered part of the public record and should not contain confidential detail
- Votes may be conducted during executive session but remain confidential unless

- decided otherwise by the board
- To return to the open meeting, a majority vote must be reached to end the executive

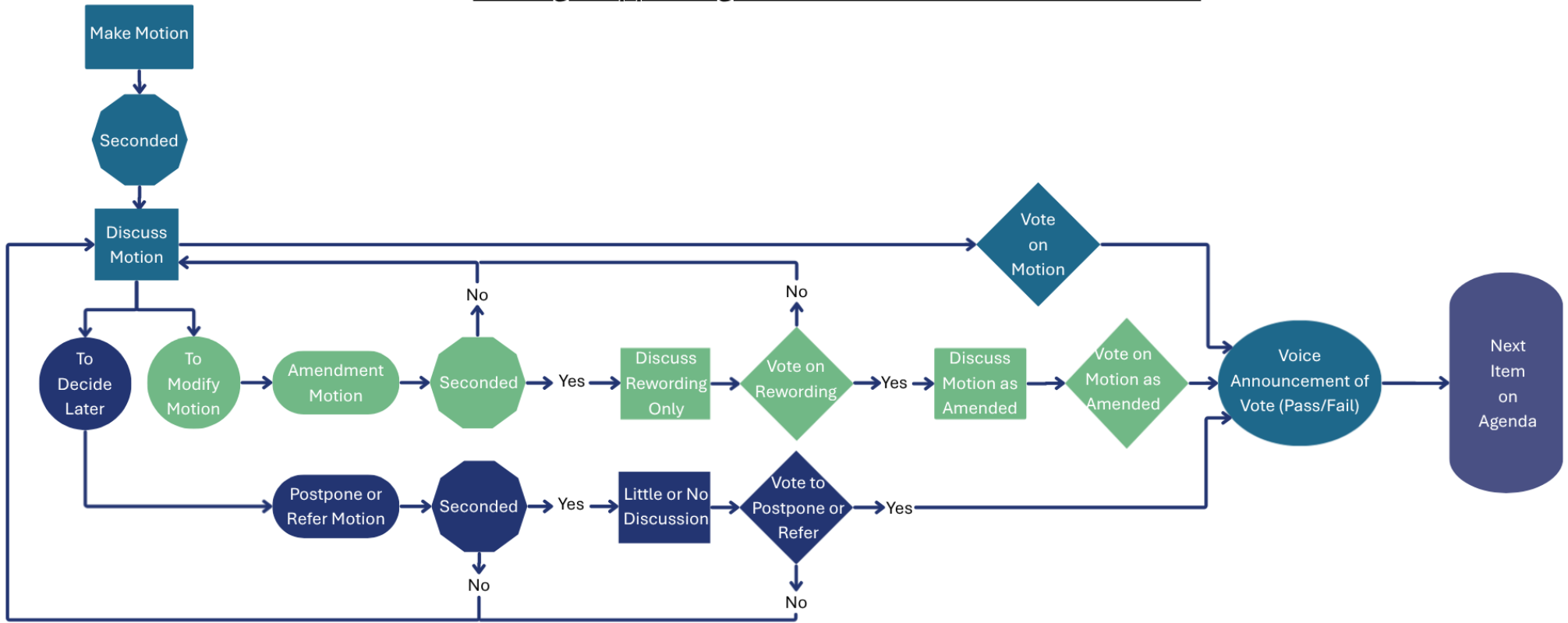
Appendix A

Quick Reference Chart for Common Actions & Votes

Action	What you should say	Can you interrupt the speaker?	Do you need a Second?	Can the action be debated?	Can the action be amended?	Votes needed to approve
Introduce a main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by..." (add or strike words or both)	No	Yes	Yes	Yes	Majority
Move an item to a committee	"I move that we refer the matter to committee."	No	Yes	Yes	No	Majority
Postpone an item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End a debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to a procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request information	"Point of information."	Yes	No	No	No	No Vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by __ minutes."	No	Yes	No	No	2/3
Enforce the rules or point out an incorrect procedure	"Point of order."	Yes	No	No	No	No Vote
Table a motion	"I move to table the motion..."	No	Yes	No	No	Majority

Appendix B

Making & Approving Motions for Robert's Rules of Order



Based on a work at [Democratic Rules of Order](#)