

Robert's Rules –


The Rules of Order for
Planning Council Meetings



What is Parliamentary Procedure?



Parliamentary Procedure is a set of rules for conducting business at meetings and public gatherings.



How are
meetings
run?

A Fixed Agenda *is usually followed:*

1. Call to order
2. Minutes
3. Committee Reports
4. Special Orders
5. Officers' Reports
6. New Business
7. Announcements
8. Adjournment

Presenting a Motion

1. Obtain the floor
2. Make your motion
3. Wait for a second
4. Expand your motion
5. The Chair states your motion
6. The chair puts the question



**How do I
make a
motion?**



Motions

A motion is a proposal that the assembly address an issue

PRESENT MOTION

= make a proposal

SECOND MOTION


= express support for discussion of another member's motion

DEBATE MOTION

= give opinions

VOTE ON MOTION

= make a decision



**How can
I learn
more?**

Tips and Suggestions

- ✓ Read the parliamentary procedure pages found in your Orientation Manual.
- ✓ Follow the fixed agenda at meetings and listen as motions are presented.
- ✓ Be an active voice and participate in the process.