



ROBERTS RULES OF ORDER

Roberts Rules of Order is the guide preferred by most professional meetings for being fair and complete. It keeps things in order in the meeting, and lets everyone tell their ideas in a manner that is very professional and organized. It is a time-tested method of conducting business at meetings and public gatherings.

This is the order of business that the meetings should go in.

1. Call to order
2. Roll call of members present
3. Reading of minutes of last meeting
4. Officers Reports
5. Committee Reports
6. Special orders - - important business previously designated for consideration at this meeting.
7. Unfinished business
8. New Business
9. Announcements
10. Adjournment

The method used by members to express themselves is in the form of moving motions. The method should go in this order.

1. Call to order
2. Second motions
3. Debate motions
4. Vote on motions

Some rules that we are to follow in our council meetings are:

1. Point of Privilege : Pertains to noise. May interrupt only if necessary!
2. Parliamentary Inquiry: to accomplish a desire result, or raise a point of order.
3. Orders of the Day (Agenda): Stay on topic
4. Main Motion: Brings new business (the next item on the agenda) before the assembly.

LET'S KEEP OUR MEETING IN ORDER TO BE MORE SUCCESSFUL!!!