

 **Be an Effective Chair with
A Bit of Robert's Rules**

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 **A Bit of Robert's Rules**

- The Order of Business
- The Role of Committees
- Making and Amending Motions
- The Debate
- Make a Decision !
- Let's Practice

 **The Order of Business**

- Calling the Meeting to Order
- Reading and Approval of Minutes
- Reports of Officers, Standing Committees
- Reports of Special Committees
- Special Orders
- Unfinished Business and General Orders
- New Business
- General Good and Welfare

The Role of Committees

- Standing Committees
 - Executive, Education, Membership, PR, Social and Reception, Nominating
 - Chaired a Club Officer
- Special Committees
 - Appointed for Specific Tasks
 - Dissolved when task complete

Making and Amending Motions

- The Main Motion
 - I Move That ...
 - Say It Three Times
- An Amendment
 - Insert, Add, Strike Out, Substitute
- An Amendment to the Amendment

The Debate

- Maker of the Motion Speaks First
- Chair Controls the Order of Debate
 - Speaking only Once
 - Alternate Pro then Con
- Controlling the Length (Time) of Debate
 - Standing Rules
 - Motion to Extend or Limit Debate

Make A Decision !

- Vote It Up or Down
 - Work It Out
 - Amend as Necessary
- Commit (or Refer) to a Committee
 - Send It Out
- Postpone To a Certain Time
 - Time Out

Let's Practice

References

- B-30 Robert's Rules of Order (Newly Revised) \$17.00 (page 21)
- 237-C Chart of Motions \$1.25 (set of 10)
 - A chart of parliamentary motions
- 200 Chairman \$2.50
 - A "How-to" Manual
- B-25 Parliamentary Procedure At a Glance by O. Garfield Jones \$9.95
