***Robert’s Rules of Order***

**Parliamentary Procedures**

**MOTIONS**

Steps effectively to introduce, consider, and dispose of an agenda matter:

* Introduction with a motion by a member and seconded by another member
* Consideration by council discussion, vote by board, and results announced

*Floor* recognition by the chair is necessary to *obtain the floor* to make a motion or address the board.

**SECONDS**

Requiring a second serves useful purpose to prevent:

* Matter from being forced on the board by only one member
* Wasting time on debate and vote when not necessary

Board rules should generally require a second to consider a motion. Chair should ask for second if a motion not immediately seconded. Routine non-controversial matters, even those requiring a majority vote, may be adopted by unanimous or general consent (e.g., the chair may state: "Unless there is an objection, the matter passes by general/unanimous consent.")

**AGENDA**

An agenda is the order of business for matters to come before the board. It often consists of the following:

1. Call to order
2. Roll call
3. Approval of agenda
4. Approval of previous minutes
5. Reports
6. Consent agenda
7. Old business (uncompleted from previous meeting)
8. New Business (matters introduced for the first time)
9. Announcements
10. Adjournment

*Agenda Approval*

The board should make any necessary changes and adopt the meeting agenda. The agenda should follow the order of business. The agenda may be amended by majority vote before being adopted or by two-thirds vote after it is adopted.

**MINUTES**

Minutes must be taken at all board meetings and made available within a "reasonable time after the meeting." After minutes are prepared, they are public records and may not be withheld from the public merely because they have not yet been approved by the board. If minutes have not been approved, they may be so identified.

**CONSENT AGENDA**

The board may have a “consent agenda” that includes routine and non-controversial items. Items on the consent agenda are considered all together without discussion or amendment, and adopted by a single motion or unanimous consent. Any member may make a motion to remove an item from the consent agenda, and then make a motion to dispose of that item separately.

**CONDUCTING BUSINESS**

1. Chair announces matter.
2. Staff report.
3. Chair asks members if there are questions for staff.
4. Member makes a motion or chair asks for motion.
5. Another member seconds the motion or chair asks for motion.
6. Chair states the motion as made (or as amended).
7. Chair asks if there is discussion on the motion:

* Matter discussed by members after recognition by Chair.
* Chair allows moving member to discuss motion first.

1. Chair puts the motion to vote:

* At any time a member may move to call the question. If this motion is seconded and approved by a two-thirds vote, discussion must end and vote occur; or
* If no one calls the question and no one is addressing the matter, the chair must:
* Ask if there is any further discussion on the motion; and
* Call the question by stating the motion.

1. When the question is called, the chair either:

* Puts the matter to vote by:
* Stating the motion as made (or amended);
* Having the members vote on the motion; and
* Announcing the results of the question; or
* If consensus on the matter, then it is approved (or denied) without objection.

1. Chair then calls the next matter on the agenda.

**VOTING METHODS**

Voting prohibited by proxy, secret ballot, absentee, electronic, recorded or mail. Telephone meetings and votes in compliance with the Oregon Public Meetings Law are permitted. Matters should not be adopted by "general" consent, unlike "unanimous" consent, especially important or significant items of business.

**ABSTENTIONS**

Members should not abstain unless there are compelling circumstances such as a pecuniary conflict of interest governed by ORS chapter 244 (Government Standards and Practices).

**ADJOURNMENT**

An item of business not yet considered or pending when the meeting adjourns should be rescheduled for the next meeting. The unfinished business is treated the same as if there had been no adjournment. A business item pending at adjournment is automatically taken up as the first item of business under unfinished (old) business resuming where previously interrupted. Any business item not reached is taken up under unfinished or old business.

**MAIN MOTIONS**

1. A main motion must be made for the board to consider a matter (bring the business to the floor).
2. A main motion is a statement requesting that an action be taken. It may be presented orally or formally in written form as an ordinance, resolution or order.
3. A main motion should be stated in the affirmative; it should be uncomplicated, clear and concise.
4. Only one main motion may be considered at a time.
5. Members have a right to know the pending motion and to have it restated by the chair before a vote is taken.
6. The main motion is the lowest ranking motion; all other pending motions must be disposed with first before the main motion may be considered.

7) Various secondary procedures facilitate a decision on the main motion.

**SEVEN ORDINARY MOTIONS**

1. To Adjourn – used to end a meeting; the date, time, and location of the next regular meeting must be announced by the chair.
2. To Recess – used to interrupt the meeting and to reconvene at a time certain. The chair may temporarily permit a brief pause without a declaration of recess. This is technically not an interruption of the meeting.
3. To Close Debate – used to force a vote on the most recent prior motion that, if seconded and approved, brings that motion to immediate vote.
4. To Limit (or Extend) Debate – used to set or extend a debate.
5. To Postpone to a Certain Time – used to set off consideration of main motion to another time certain.
6. To Refer – used to send a matter to a committee.
7. To Amend – used to change a motion stated or already adopted.

**THREE CHALLENGE MOTIONS**

1. Point of Order – used to correct errors or mistakes of procedure; no vote is required; the chair decides the point.
2. To Appeal – used to put a ruling of the chair to a board vote; it requires reasons stated by mover, opportunity for discussion, and vote.
3. To Object – used to object to considering a matter before a main motion, or to object to action being taken by the chair or board, such as approving a matter by unanimous consent or recess.

**FOUR SPECIAL MOTIONS**

1. To Withdraw – used to remove a motion from consideration; no vote is required; the chair may rule on the motion if there are no objections.
2. To Suspend the Rules to [provide the reason] – used to circumvent a rule that disallows consideration of a matter.
3. To Reconsider – used to reconsider a decision made earlier in that meeting. Reconsidering a vote has the effect of treating the matter as if no vote had been taken at that meeting.
4. To Rescind – used to negate and dispose of a previous action that cannot be nullified by the motion to reconsider.