



Robert's Rules of Order A Brief Overview

How to Make and Vote on Motions

1. Member makes a clearly worded motion to take action or a position.

- “I move...”
- Motions recorded in minutes

➤ **OR**

Facilitator may say

- I would entertain a motion to adopt the (report, goal, etc.)

2. Motion must be seconded

- “*Second!*”
- A second allows discussion to occur; it does not signify approval.
- A motion without a second does not move forward.

3. Facilitator restates the motion.

- “*it is moved and seconded that...*”
- Provides clarity.

4. Discussion/debate occurs.

- Maker of motion starts the discussion.
- Amendments may be offered – return to step 1 to amend motion: “*I move to amend the motion by...*”

5. Facilitator closes the discussion and states the question/asks for a vote.

- “The question is on the adoption for the motion that...”

6. Facilitator provides voting directions:

- “*Those in favor say yes.*”
- “*Those opposed say no.*”

7. Facilitator announces the results of the vote:

- “*The yeases have it, and the motion is adopted*” or “*The noes have it, the motions is lost.*”
- Recorded in minutes.

If you are the chair or facilitator, we suggest you have your materials in advance; agenda, documents, etc.

Review them and use the notes to the left to write an appropriate script that fits the needs of your presentation.