

Roberts Rules of Order

Members must be recognized and called upon before addressing the assembly.

A motion must be made and seconded before debate can ensue. Main motions are debatable and subject to amendment. In debate a member must confine himself to the question before the assembly.

Members have the right to speak twice (during the same day) on the same question, for no longer than ten minutes at one time, with the understanding that they can't speak a second time as long as any member who has not spoken desires the floor. Note: Motions to limit or extend the limits of debate take precedence over all debatable motions and is itself not debatable (is amendable); 2/3 vote required.

Process of Making a Motion:

1. Member states the motion.
2. Another member seconds the motion.
3. Chair repeats the motion.
4. Chair calls for discussion on the motion. Amendments are considered at this time.
5. Chair calls for the question and puts the motion to a vote.
6. Chair announces result of vote.