

Parliamentary Procedure & Robert's Rules of Order

What Is Parliamentary Procedure?

It is a set of rules for conduct at meetings, which allows everyone to be heard and to make decisions without confusion. Because it's a time tested method of conducting business at meetings and public gatherings. It can be adapted to fit the needs of any organization.

Today, Robert's Rules of Order newly revised is the basic handbook of operation for most clubs, organizations and other groups.

Below is a typical example of an agenda following the **Robert's Rules of Order**:

1. Call to order
2. Pledge
3. Roll call of members present.
4. Reading of minutes of last meeting.
5. Officers' reports.
6. Committee reports.
7. Old business.

8. New business.
9. Adjournment.

The method used by members to express their opinion is done in the form of a motion. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members can:

1. Make motions.
2. Second motions.
3. Discuss motions.
4. Amend motions.
5. Vote on motions.