

Robert's Rules of Order - Scoutified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times, only urgent matters may interrupt a speaker.
- Only one thing (motion) may be discussed at a time.

Jobs: **Chair** - (Senior Patrol Leader or Patrol Leader) Presides (manages the meeting.)

Scribe - Records notes of all actions, proposals and decisions;
including attendees, date, & location, these "minutes" must be published.

These are NON-voting positions, except in case of a tie-vote, then the Chair casts the deciding vote.

A **motion** puts forward a topic or action for discussion.

E.g., "I move that we have a twenty-minute break for lunch".

After being recognized by the Chair, any member may introduce a motion when no other motion is *on the floor*. A motion requires a *second* to be considered. If there is no *second*, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

A **Second** is made by another voting-member to agree to bring the *motion* to the floor for discussion.

This does not mean that member must vote in favor of the *motion* – it is simply an invitation to discuss the matter—to *bring the matter to the floor*.

(Note: the Chair can neither *make* nor *second* a motion.)

How to —

- If you want to bring-up a new idea or propose a new rule for the group:

After recognition by the Chair (raise your hand), you may present your motion.

A second is required for the motion to go *to the floor* for discussion, or consideration.

- If you want to change some of the wording in the motion under discussion:

After recognition by the Chair, move to *amend* the motion by (be very specific)

- adding or striking words, or
- striking and inserting words.

- If you like a motion being discussed, but you think something significant needs to be changed.

E.g. a different time, date, duration or scope etc.

Move to substitute your motion for the original. If this motion is *seconded*, discussion will continue on **both** motions and eventually the council will vote on which motion to accept (or deny both).

- If you want more study and/or investigation given to the motion being discussed.

Move to *refer to committee*. Be specific as to the nature of the committee.

- If you want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

- If you are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. - Requires a **2/3rds** vote.

- If you have heard enough discussion.

Move to *close* the debate. Also referred to as *calling the question*. This cuts off discussion and brings the council to a vote on the pending question only. - Requires a **2/3rds** vote.

- If you want to postpone a motion until some later time.

Move to *table the motion*. The motion may then be taken from the table after at least one item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. - A **majority** is required to table a motion.

- If you believe the discussion has gone off-topic, and want to bring it back.
“Call for orders of the day,” or “Return to the topic at hand.”
- If you want to take a short break.
Move to *recess* for a definite period of time.
- If you want to end the meeting.
Move to *adjourn*.
- If you are unsure the Chair announced the results of a vote correctly.
You may, without being recognized, call for a “division of the house.” This starts a roll-call vote.
- If you are confused about a procedure being used and want clarification.
You may, without recognition, call for *Point of Information* or *Point of Procedure*.
The Chair will ask you to state your question/point and will attempt to clarify the situation.
- If you change your mind about something voted on earlier in the meeting.
If you were on the winning side, you may move to *reconsider*.
If the majority agrees, the motion comes back to the floor as though the vote had not occurred.
- If you want to change an action voted on at an earlier meeting.
Move to *rescind*. If previous written notice is given of the intended change, a simple majority is required. If no notice is given, a 2/3rds vote is required.
- **Unanimous Consent:**
If a matter is considered relatively minor or opposition is not expected, a call for *unanimous consent* may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

You may INTERRUPT a speaker only for these reasons:

- *Point of Information* - to get or clarify information.
- *Point of Procedure* - to clarify rules or procedures.
- *Point of Personal Privilege* - if you can't hear, safety reasons, comfort, etc.
- *Point of Order* - if believe there is a breach of the rules.
- *Appeal the Ruling* - if you disagree with the Chair's ruling.
- *Object* - if you disagree with a call for Unanimous Consent.
(Unanimous Consent can not be decided quickly just to avoid dissent.)

Parliamentary Procedure - Quick Reference

	Must Be Seconded	Open for Discussion	Can be Amended	Votes to Pass	Reconsider or Rescind
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3rds	√
Close Discussion	√			2/3rds	√
Recess / Break	√		√	Majority	
Adjourn	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to later Table	√	√	√	Majority	√
Postpone Indefinitely	√	√	√	Majority	√