

Roberts Rule of Order – Making and Amending a Motion



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Roberts Rule of Order

“**Robert's Rules of Order** is a manual of parliamentary procedure that governs most organizations with boards of directors. In 1876, Henry Martyn **Robert** adapted the **rules** and practices of Congress to the needs of non-legislative bodies and wrote them in his book, which is still in use today.”

Parliamentary Procedure

- ▶ Purpose of Parliamentary Procedure
- ▶ Five Basic Principles
- ▶ Types of Motions
- ▶ 6 Steps of a Motion
- ▶ Making and Handling Motion
- ▶ Questions

Parliamentary Procedure

A rule that defines how a particular situation is to be handled, or a particular outcome achieved, in a legislature or deliberative body.

The Five Basic Principles

- ▶ Discuss one topic at a time
- ▶ All ideas get full and free discussion
- ▶ All members will be treated with respect
- ▶ Majority vote rules/ Rights of the majority are respected
- ▶ Peace and harmony prevails

Types of Motions

- ▶ **Main Motion:** Introduce a new item
- ▶ **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
- ▶ **Privileged Motion:** Urgent or important matter unrelated to pending business
- ▶ **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)

6 Steps of a Motion

- ▶ **Motion:** A member rises or raises a hand to signal the chairperson.
- ▶ **Second:** Another member seconds the motion.
- ▶ **Restate motion:** The chairperson restates the motion.
- ▶ **Debate:** The members debate the motion.
- ▶ **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
- ▶ **Announce the vote:** The chairperson announces the result of the vote and any

instructions. Information obtained from <https://www.boardeffect.com/blog/roberts-rules-of-order-cheat-sheet/>

Making and Handling Motions

- ▶ Making motions

- Discussing
- Amending
- Voting



A lodge member who
wants to suggest an
idea or plan or wants
something done
makes a motion.



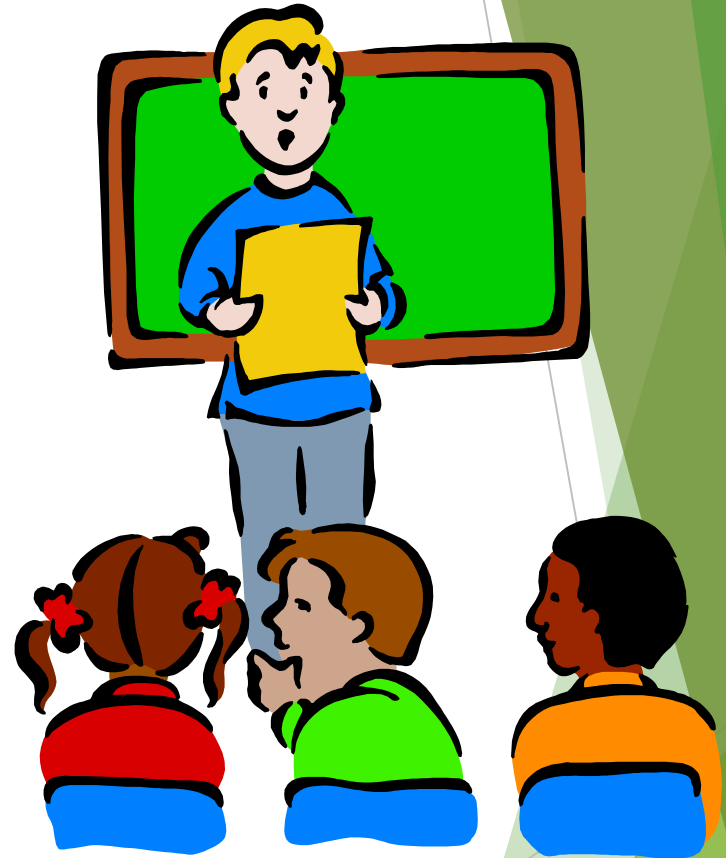
When making a motion,
the member must
address the
Worshipful Master.



The member must be
recognized by the
Worshipful Master.



The member may
make his motion.



The motion is then
seconded by
another member.

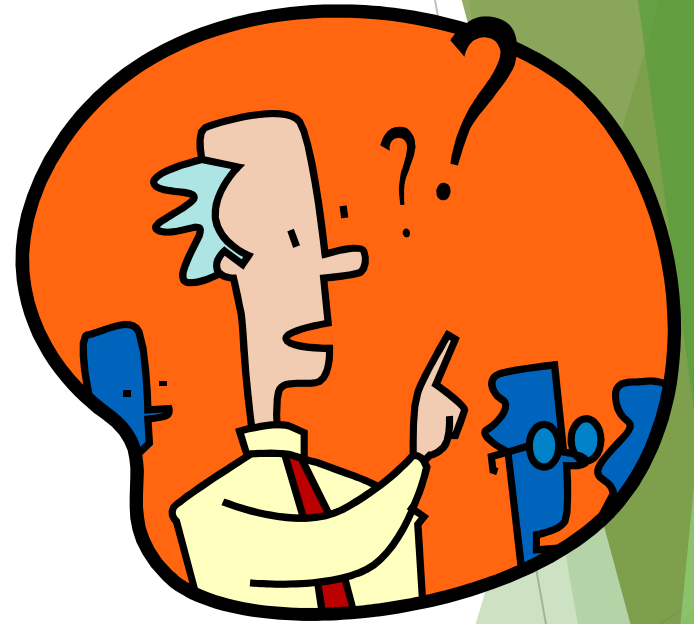


The President restates
the motion and asks
for discussion.

* A motion cannot be
discussed until it is
seconded.



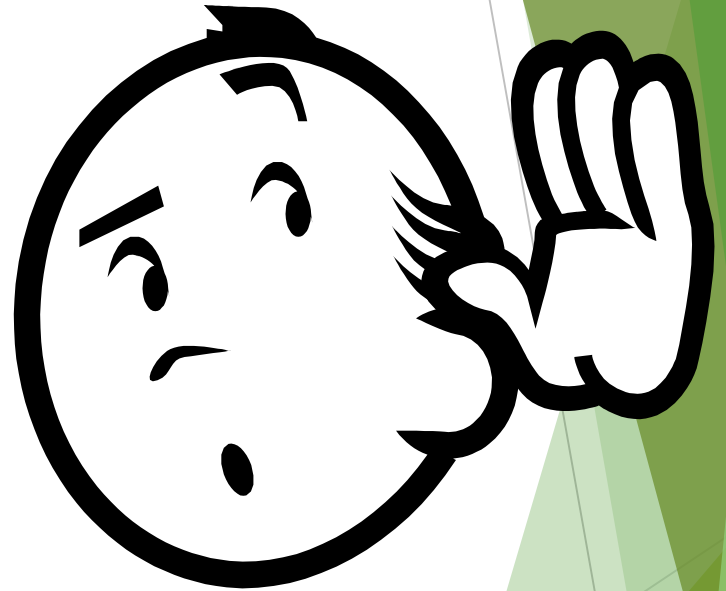
After discussion, the President restates the motion and then asks “Are you ready for the question?”



A vote is taken both
by those in favor
and those opposed.



All in favor say,
'aye'; all opposed
say 'no'.



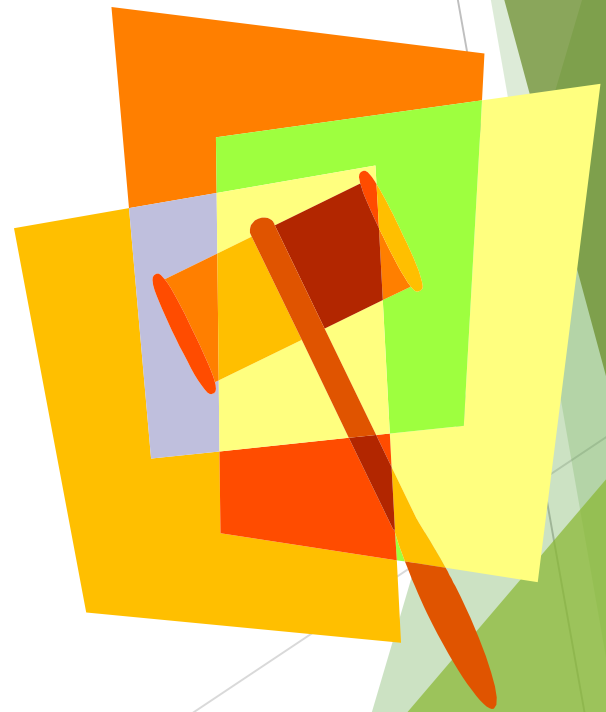
“The motion is
passed”

or

“The motion is lost”



- ▶ Before another motion can be made a motion that is seconded must either be:
 - ▶ *Voted on*
 - ▶ *Withdrawn*
 - ▶ *Amended*
 - ▶ *Tabled*



Amending a Motion



- ▶ Amendments requires a second like a main motion.
- ▶ Discussion and voting on the amendment then on the main motion as amended.
- ▶ Any number of amendments may be made one after the other.
- ▶ Discuss, then vote on the main motion as amended.

To Withdraw a Motion

- ▶ Both the person that made the motion and the person who seconded the motion must both agree that it be withdrawn.



Table A Motion



- ▶ If more information is needed or there is not enough time to discuss and vote on a motion, it may be tabled.
 - ▶ A member moves to table the motion
 - ▶ Another member seconds the motion
 - ▶ A vote is taken
 - ▶ No discussion is taken but it does require a majority vote to pass

Questions?

