

Roberts Rules of Order Quick Reference

Modified for CRARS

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

Guidelines

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the motion?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending motion" is the last motion stated by the Chair! Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending motion" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the members and the motion is stated, debate begins and changes occur!