

SIMPLIFIED RULES OF ORDER

Rules of order are intended to facilitate progress, not impede it. They are designed to include members in decision-making, with everyone having an equal opportunity to participate in the discussion and influence the group's decisions. Use common sense: think "fair, reasonable and responsible".

Quick facts on Robert's Rules and other common sense tips:

1. Adoption of a motion requires a **majority** in favour; in the case of a tie, the vote of the Chair shall be the determining vote.
2. **Quorum** refers to the majority of the Council.
3. A quorum must be present at Council meetings in order for acts and proceedings made during the meeting to be valid and/or binding.
4. Steps in handling a **motion** are:
 - a) a member makes the motion (I move that we....)
 - b) another seconds the motion (I second the motion....)
 - c) The Chair states the motion (It is moved and seconded that...)
 - d) Debate and possibly amendment take place.
 - e) The Chair puts the motion to a vote (We are now voting on the motion to...All in favour? All opposed? The motion is carried/defeated.)
 - f) The Chair announces the result (The motion is carried/defeated.)
5. Be clear about what is being voted on. Reread the motion before voting.
6. Three things are important to **record in the minutes**: the exact wording of the motion, that discussion took place, and the final outcome (carried or defeated).
7. The person **seconding** a motion does not have to be in favour of it; they just want it discussed.
8. If you make a motion, you can't speak against but you can vote against it after hearing discussion.
9. If people tend to dominate the discussion, suggest making a rule that people may only speak twice on an issue, the second time after everyone else had had a chance to speak once.