

## Roberts Rules of Order

### Basic Rules:

1. The motion is made, seconded, debated and voted upon. The Chair announces the results of the vote.
2. One motion at a time; a secondary motion can amend or substitute the previous motion. A main motion can be amended prior to a vote on the main motion.
3. Each member addresses the motion once until all members have been heard, and then members may address the motion a second time.
4. One question at a time and one speaker at a time.
5. The majority rules.
6. A motion calling for the question can limit debate, if 2/3s vote to adopt the motion. The motion must be voted upon immediately, without discussion. If adopted, the motion on the table is immediately voted upon.
7. A resolution is basically a formal, written motion. Typically a motion contains “whereas” clauses explaining why the resolution is needed and then the “therefore be it resolved” or action that will be taken as a result of the resolution being adopted.
8. A quorum is a simple majority of the directors unless the bylaws state differently.
9. A motion may be amended as a “friendly amendment” if both the first and second of the main motion agree to the amended language. If they do not, the amended motion is voted on and then the board returns to the main motion.
10. Motions are worded in the affirmative; if no action is desired, there shouldn't be a need for a motion.
11. A motion to “postpone indefinitely” is a motion to kill the motion.
12. A director stating, “Point of order” is, in essence, contending parliamentary procedure hasn't been followed. It's up to the Chair to determine parliamentary procedure decisions.
13. Long, or complex, motions should be submitted to the Chair in writing.
14. A board may ratify a motion, at its next regular meeting, after an emergency action was taken after the President has polled each individual board member.
15. An amendment to the motion is only permissible if it is germane to the main motion. The same five steps are required for an amended motion.
16. A director should not vote on an issue for which he has a direct person or financial interest; a director should not abstain from voting unless there is a potential conflict of interest.

### Techniques to Expedite Business:

1. The consent agenda is for routine items that don't need a formal vote or non-controversial business.
2. Chair calls for a voice vote unless there is likely to be division or a director calls for a roll call vote. Minutes reflect how directors voted.
3. The chair states a motion to adjourn, if no objection, then the board is declared adjourned.

### Steps for Each Motion:

1. The motion is moved
2. The motion is seconded
3. The Chair states the motion

4. The Chair opens debate
5. The vote is called on the motion

Out of Order Motions:

1. Chair rules the motion “out of order” or a director declares “point of order.”
2. Reasons a motion may be out of order:
  - a. Conflicts with federal or state law or school district policy. Even if the vote is unanimous, it is null and void.
  - b. Proposes action outside the scope of the charter school board’s realm.
  - c. Conflicts with a motion previously adopted and is still in force. However, the board can decide to rescind or amend the previously adopted motion.
  - d. Presents essentially the same question as a motion that was rejected earlier during the same board meeting.

Types of Meetings:

1. Regular meeting: the regular business meeting; typically the annual schedule of meeting dates is posted in the school office and in publications.
2. Special meeting: a meeting called for a specific purpose; not a regular meeting.
3. Executive session: requires a majority vote to enter; only permissible for specific topics (C.R.S.
4. Public session: all charter school boards are public bodies, therefore their meetings must be in public session.
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