

Robert's Rules of Order Simplified for Cape View PTO

Robert's Rules of Order is a guide for parliamentary procedures. We will “loosely” follow the **Rules** in order to maintain an organized, fair, complete, and timely meeting. You will find below some key points we will follow: The President will be the facilitator of the meeting. In the President's absence, the Vice-President will take over. The facilitator's duties include, but are not limited, to:

- Call the meeting to order on time.
- Present the agenda for the meeting.
- Process all motions.
- Expedite business to ensure timeliness of the meeting.
- Remain neutral and refrain from making any motions.
- Adjourn the meeting.

The Secretary shall be in attendance at meetings. In the Secretary's absence, someone will be designated to fulfill his/her duties. The duties consist of the following:

- Maintain the list of attendance.
- Keep notes of what occurred during the meeting.
- Prepare minutes of the meeting.
- Present minutes from the previous meeting to be approved by the members.

The Treasurer will be the custodian of funds. He/she will be involved in:

- Maintaining accurate records and presenting the treasurer's report at monthly meetings.

The Motion-Making Process is as follows:

- A member makes a motion.
- Another member seconds the motion.
- The President states the motion to the group.
- The members debate the motion.
- The President puts the motion to a vote.
- The President announces the results of a vote.

Key rules to follow:

- You need a motion and it must be seconded before you debate a topic.
- Only one person should speak at a time. Wait for the President to give you the floor.
- Debate should be limited to impending motion.
- All remarks should focus on topics and avoid personal attacks and straying off the topic.
- If the topic is controversial and is possibly going to take a while, the President will:
 - Limit each person to 2 minutes and allow people to speak only twice
 - Alternate who is heard next between sides.
 - Call the Vote .

Voting methods will include:

- “Yes/Aye” for a positive vote, and “No” for a negative vote.
- Raising hands vote in situations where it is difficult to determine whether a motion has passed or not.

When making a motion or seconding a motion, the following is the correct order of events:

- Member will state, "I move that . . ." Words should be specific and worded in positive language.
- President will ask, "Is there a second to the motion?"
- Another member will state, "I second the motion."
- President will state, "It is moved and seconded that ... Is there any discussion? Is there any further discussion? ... The motion is to . All those in favor say "AYE/YES". All those opposed say "NO".

