The following information and cheat sheet should not be a substitute for Robert’s Rules of Order, Newly Revised, 12th Edition (September 2020), but is meant to supplement the full set of rules. Parliamentary procedure is a set of rules for conducting orderly meetings that accomplish goals fairly.

Benefits of parliamentary procedure include the following:
• Justice and courtesy for all
• Maintenance of order
• Consideration of one item at a time
• All sides get heard
• Ability for each member to provide input
• Majority rule
• Protection of the rights of all members including the minority

Basic Principles:
• All members have equal rights, privileges and obligations
• No person can speak until recognized by the chair
• Personal remarks during debate are out of order
• Only one question at a time may be considered, and only one person may have the floor at any one time
• Members have a right to know what the immediately pending question is and to have it restated before a vote is taken
• Full and free discussion of every main motion is a basic right
• A quorum must be present for business to be conducted
• A majority decides a question except when basic rights of members are involved or a rule provides otherwise.
• A 2/3 vote is required for any motion that deprives a member of right in any way (e.g., cutting off debate)
• Silence gives consent. Those who do not vote allow the decision to be made by those who do vote.
• The Chair should always remain impartial
The best item to have with you during a meeting!

<table>
<thead>
<tr>
<th>Say</th>
<th>For the purpose of:</th>
<th>When</th>
</tr>
</thead>
<tbody>
<tr>
<td>“I move to…”</td>
<td>To approve an Item that the Chair presents for a vote</td>
<td>The Chair asks for a motion</td>
</tr>
<tr>
<td>“I second the motion”</td>
<td>To pass an item, you need to second the motion</td>
<td>After someone says “I move to…”</td>
</tr>
<tr>
<td>“I second the motion to…”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Point of clarification”</td>
<td>Clarification of any item or question you might have</td>
<td>Anytime, you can interrupt the Chair with this.</td>
</tr>
<tr>
<td>“Point of order”</td>
<td>Bring everyone’s attention to a violation of the bylaws during the meeting</td>
<td>Anytime, you can interrupt the Chair if necessary.</td>
</tr>
<tr>
<td>“Orders of the day”</td>
<td>Refocus a discussion, keep on track with the agenda items</td>
<td>Anytime, you can interrupt the Chair if necessary.</td>
</tr>
<tr>
<td>“Chair”</td>
<td>To ask to speak during the meeting. Unnecessary during open discussion</td>
<td>Anytime, but the Chair must allow you to speak. They must recognize you before you begin to speak.</td>
</tr>
<tr>
<td>“Madam Chairwoman”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“Mister Chairman”</td>
<td></td>
<td></td>
</tr>
<tr>
<td>“I appeal the Chair’s decision”</td>
<td>If you disagree with the chair’s decision on an agenda Item</td>
<td>Anytime, but to override their decision you need a majority vote.</td>
</tr>
<tr>
<td>“I move to the table (agenda item)”</td>
<td>If you want to move an agenda item to the next meeting or to a later time during the meeting</td>
<td>Anytime during the meeting, request requires a majority vote.</td>
</tr>
<tr>
<td>“I move to adjourn the meeting”</td>
<td>If you want the meeting to end at this exact point in time.</td>
<td>Anytime, request requires a majority vote.</td>
</tr>
<tr>
<td>“I move to recess for (time)”</td>
<td>If you wish to have the meeting go on a break</td>
<td>You may not interrupt the Chair. The request requires a majority vote.</td>
</tr>
</tbody>
</table>
For creating agenda items, you need to use correct terminology. Otherwise, you might not be able to vote on your item for that meeting.

<table>
<thead>
<tr>
<th><strong>If you want to create a non-votable item where you share information or discuss a new idea, then use these phrases:</strong></th>
<th><strong>If you want to create a votable item that requires a motion to approve, then use these phrases:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>“Will share”</td>
<td>“Will recommend for approval”</td>
</tr>
<tr>
<td>“Will give an update”</td>
<td>“Will seek approval”</td>
</tr>
<tr>
<td>“Will speak/discuss/explain”</td>
<td>“Will ask for”</td>
</tr>
</tbody>
</table>

Also, make sure to submit your agenda item requests to the President or Chair at least 72-hours (business days) ahead of time to abide by the Brown Act notification requirement.

The correct format to request an item:

Hello (Name),

I would like to request an agenda item that I will be presenting for the (type of meeting) on (insert date).

The title should be: (Insert the topic that you want to present about)

The description should read: (Insert basic description with the CORRECT terminology.)

And presentation should take about (insert time).

Thank you,

(Your name)

**An example:**

Hello President,

I would like to request an agenda item that I will be presenting for the Executive board meeting on 9/20.

The title should be: Commencement Celebration

The description should read: Kyle is going to discuss the idea of purchasing items for a commencement celebration for the 2021 graduation.

This presentation it should take about 10 minutes.

Thank you,

Kyle Johnson
AAHH, I AM SO CONFUSED!

Don’t worry. If you need additional help, reach out to your Director of Legislation or The Advisor. They are there to help you.

You can also visit these links for help.

PDF of a different Cheat Sheet:


Super helpful website: