

Roberts Rules Lite

For Agenda and Minutes – Unanimous Consent

Agenda

Chair: “Are there any proposed changes to the agenda?”

Pause

If there is no change: “Hearing none, the agenda is approved.”

If changes proposed: “Is there a motion to approve the agenda as amended? Is there a second? All in favor? *Pause*. Against? *Pause*. Abstain? Agenda approved as amended.”

Minutes

Chair: “Are there any proposed changes to the minutes?”

Pause

If there is no change: “Hearing none, the minutes are approved.”

If changes proposed: “Is there a motion to approve the minutes as amended? Is there a second? All in favor? *Pause*. Against? *Pause*. Abstain? Agenda approved as amended.”

All other Motions

A motion can be made at any time. Once a motion is made, several things can happen.

-If it's not seconded, it dies

-The motion may be seconded and once a motion has been seconded, the following sequence happens:

Discussion: Once a motion is made and seconded, the facilitator calls for discussion. Discussion is now limited to this motion only.

Chair: “Is there discussion on this motion?”

Amendments: At any point in the discussion, the motioner can make amendments to the motion.

Another person could ask for an amendment and the motioner can accept or not accept. If not accepted, the motion stays the same.

Seconding Amendments: If an amendment is made to the motion, the person seconding it must accept the amendment as well. They can also withdraw their second. If so, it must be seconded again or it dies.

Vote: Once discussion has concluded, facilitator calls for a vote. The facilitator should ask for hands to be raised in FAVOR, AGAINST and ABSTAIN. Remember to ask for all unless it's very clearly unanimous. Depending on the type of decision a majority or consensus may be needed to pass the motion.

Moving On: Motion must be passed or defeated before moving on to the next thing.