

## Abbreviated Version of Robert's Rules of Order for Guild Meetings of the Hull Protestant Reformed School

### Meeting Format

1. Opening Prayer, Scripture and Psalter-singing
2. Roll Call and Collection
3. Reading of the minutes from the previous meeting—will need a motion to approve.
4. Old business, unfinished from last meeting, means any committees formerly appointed should report.
5. New business is addressed.
6. Motion needed to adjourn, announcement of the next meeting and closing prayer and Psalter-singing.

### Procedure on Motions

If a report, letter, etc.

1. Receive for information—motion, no amendments.
2. Motion to take action, either recommended or not, support, discussion, vote.
3. No double motions, try to have motions specific—date, time, place, etc. Can ask for clarification when the motion is made or can do this by amendments.
4. Amendments, if any, may not change the essence of the motion, but time, place, etc.
  1. It takes a motion to amend the main motion, need someone to second the motion to amend, discussion may take place on the amendment proposed, NOT the main motion. Then, the vote will be taken.
  5. After amendments, if any (may be several) read main motion as amended, vote.
  6. Be sure to limit discussion only to motion and matter on the floor, no discussion informally without a motion on the floor.

### Special Motions

1. Motion to adjourn requires no discussion, just someone to second the motion and vote.
2. Motion to go into the committee of the whole—whole body acts as a committee, can discuss matters more informally. This is NOT recommended because it is impractical, time-consuming and non-specific. If done, requires motion to come out of committee of the whole.
3. Motion to reconsider: A motion that calls the members to reconsider a past action or decision. There must be a motion made, someone who seconds the motion to reconsider, and discussion. It does require 2/3 majority to pass a motion that reconsiders a prior motion. This motion does not undo the previous decision or action, it means only, that more discussion may take place and that the matter is before the meeting.
4. Motion to rescind: A motion that undoes a past action. The motion must be made, someone to second that motion, and a 2/3 majority is required to pass this particular motion.
5. Motion to overrule the chair: If chair makes a ruling and it is contested, motion to overrule the chair may be entertained. The motion needs support, requires no discussion because it is a matter of procedure only and not substance. The vote would require 2/3 majority to pass.

### Functions of the Chair

1. Follow agenda to keep order and logic. Ensure the meeting runs smoothly.
2. Rule on any matters of procedure. Rule on remarks out of order—stop the person speaking and require confining remarks to the subject matter on the floor. If the person carries on and does not listen to the chair, the chair may rule out of order and require silence.
3. Ask for or suggest motions which seem to be called for or portrays the feelings of the entire body.
4. Chair may express opinions, but should refrain from doing so as much as possible to remain objective.
5. Chair rules on outcome of motions, usually decided by voice vote. Must grant request for show of hands or written ballot if made.

*These are simple rules, most of which do not even have to be used (special motions). They are meant merely for the purpose of keeping order and logic in a meeting, nothing more. If challenged on a point of order, put burden of proof on challenger, since ruling of chair stands unless disproved. Be a strong chairman but not a dictator.*