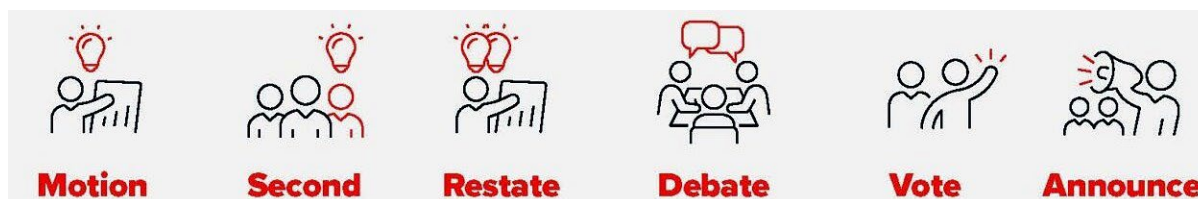


Running meetings in an orderly manner can be difficult and Robert's Rules of order exist to solve problems. The Chairperson oversees enforcing rules of order and running things smoothly.

Here are some guidelines:



MOTION: A member stands or raises a hand to signal the chairperson. The chairperson acknowledges the member to speak. The member says their name and where they are from before proceeding to state their motion.

SECOND: Another member stands or raises a hand to signal the chairperson. The chairperson acknowledges the member to speak. The member states their name and where they are from before stating "I second that motion."

RESTATE: the chairperson restates the motion.

DEBATE: The members debate the motion.

VOTE: The chairperson restates the motion, then asks for those in favor of the motion to raise their hands (count); then asks for those in opposition to the motion to raise their hands (count).

ANNOUNCE: The chairperson announces the result of the vote.

TIP: If people are in obvious agreement, the chairperson may save time by stating, "**If there is no objection, we will adopt the motion to...**" and wait for any objections. Follow this with, "**Hearing no objections, (state the motion) is adopted,**" and state any instructions.

If a member objects, first ask for a debate, then vote, and announce the vote.



Chair: Explains the responsibilities of the coordinator/director position. "**Nominations are now open for the position of _____. Are there any nominations from the floor?**"

From the floor (membership): Any member can nominate individuals. Nominations do not require a second. A member will stand or raise their hand to be acknowledged by the chair, then state their own name and where they are from before saying: "**I nominate _____.**"

The chairperson will ask the nominee if they accept the nomination.

"Are there any other nominations?" (usually repeated 3x)

[silence] "**Hearing no further nominations, nominations for the position of _____ are now closed.**"

If there is more than one candidate nominated, then it is acceptable to provide an opportunity for each candidate to speak briefly to introduce themselves, **restating the list of nominees**, and asking the members to **vote** by paper ballot. If there is only one nominated person, the chair can waive the need for a ballot. The chair will **announce** the winner.