SPECIAL EDUCATION ADVISORY PANEL
ROBERT’S RULES OF ORDER WORDS TO USE

Some Basic Common Procedures

Call to Order
➢ “We would like to convene this meeting of the__________.”
➢ “This Meeting of the__________ will now please come to order.”

Welcome
➢ “Welcome to all who are present. We appreciate your interest and your attendance.”

Business
➢ “If you will refer to your agenda, the first order of business is . . . .”
➢ “The next item for consideration by the__________ (e.g., committee, council, etc.) is . . . .”
➢ “__________ will explain the next item before we open discussion.”
➢ “__________ will present the information needed by the__________ (e.g., committee, council, etc.) before we consider this item.”

Call for Second to a Motion
➢ When a motion is made, ask, “Is there a second to the motion?” If yes, say, “The motion has been seconded.”
➢ Repeat or state the motion. Ask, “Is there discussion to the motion?”

Discussion
➢ To call on someone who wants to make comments, say, “The chair recognizes__________.”
➢ Before closing discussion, ask, “Is there any further discussion?”

Prepare to Vote
➢ After discussion, ask, “Are we ready for the question?” (to vote on the motion). If yes, state the motion again.
➢ Say, “The motion has been made and seconded.”

Call for Vote
➢ “All in favor of the motion, say ‘Aye.’” (Count or make note of votes.)
➢ “Those opposed, say ‘No.’” (Count or make note of votes.)
➢ If unsure on the voice vote, then say, “The chair is in doubt. Those in favor, please signify your vote by raising your hand.” (Count or make note of votes.)
➢ “The motion as stated (amended) is carried [adopted/defeated/lost]; therefore, [state the intent of the motion].

Wrap Up
➢ Ask, “Are there any other items of business to be brought before the__________ (e.g., committee, council, etc.) today?”
Thank You

➢ Say, “Thank you to all who participated in [presented at] this meeting. We appreciate your interest and your attendance.”

Motion to Adjourn

➢ “Having completed the business of today’s meeting, the chair will entertain a motion to adjourn.” Ask for a second and vote. When approved, say, “The motion to adjourn until [date] at [time] to be held at [location] is carried. This meeting stands adjourned.”