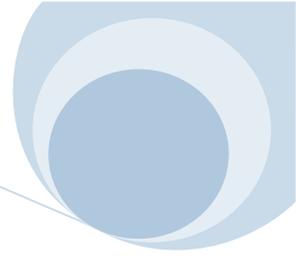


Special Education Advisory Panel

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.”