



Robert's Rules vs. Bob's Rules

Roberts Rules of Order is a strategy to keep meetings organized and to properly conduct business in a fair and equitable way. Sometimes we get a little tongue tied around the language we use, when we are using Roberts Rules of Order. We present below a shorter, and more simplified way of making a club decision.

Step 1: Make a Motion

I, _____, move that _____

Step 2: Get a Second

I, _____, second the motion.

Step 3: Have the Discussion

The President/Chair/Leader of the club engages the club/group in a discussion about the topic. Try to ensure all voices are heard!

Step 4: Restate the Motion

When the conversation comes to a conclusion, the President restates the motion made. The secretary or note taker can help read the motion, if needed.

Step 5: Vote!

The President/Chair/Leader conducts a vote. Check out the handout on voting options!