

# Robert's Rules for Beginners

What you should know about getting school parent group business done, and why we do it this way

## What you can expect at a parent group meeting

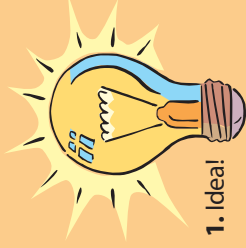
You will get a printed **agenda** that will be used to guide the meeting. The agenda helps keep the meeting moving, keeps the group on task, and ensures that all business is covered.

During the meeting, discussion is limited to each agenda item as it comes up. People raise their hands and wait to be called on by the chair, as a way to keep discussion orderly and to avoid confusion.

When the meeting is over, it is **adjourned**.

The business of the meeting is documented in written **minutes**. They will be presented for approval at the next meeting.

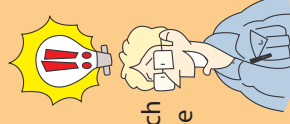
## When you want to make a formal decision, it starts with an idea



1. Idea!

2. Any member makes a **motion**, which is just a concise way of proposing an idea.

3. Any other member **seconds** the motion, which means the motion will be discussed further.



4. The group **discusses** the motion (and only the motion) until you are ready to...

**Vote** on the motion (if there are enough members in attendance—that's called a **quorum**).

or

**Table** the motion until the next meeting, to allow time to consider the idea further.

Idea

▶ Motion

▶ Discussion

▶ Vote

## Bylaws and Robert's Rules of Order

The foundation of every well-run parent group is a strong set of **bylaws** that define the PTO's mission, its structure, its rules, its officers and how they get elected, and even how the bylaws themselves can be revised.

Robert's Rules of Order are time-tested guidelines used by groups large and small that help an organization conduct business smoothly and fairly.