

Roberts Rules of Order

Cheat Sheet & Suggested Meeting Agenda¹

1. Call to order:
2. Roll call:
3. Reports of officers
 - Secretary
 - i. Minutes for previous meeting(s)
 - Treasurer
 - i. Financial
4. Reports of committees
5. Administrative
 - HR
 - Safety
6. Operations
 - Building Maintenance & Renovations
 - Kitchen
 - Book Store
7. Bylaws-Audit
8. Membership & Meetings
 - Membership
 - Meetings
9. Communications & IT
 - Communications
 - IT
10. Government Affairs & Legislative
 - Gov't Affairs
 - Legislative
11. Grants
12. Fundraising & Activities
 - Fundraising
 - Activities
13. Emeritus
14. Old Business
15. New Business & Public Comments
16. Schedule Next Meeting and Adjourn

Each order of business is brought up with the intention to be completed. It's important that each item of business is recorded by the designated notetaker, including:

The topic
A short description
The Board Member/Committee Member/Employee responsible
Time spent on the item

To all the designated note-takers out there: The easiest way to take meeting notes is to use your agenda as a guide and add in your summary and action items below each agenda item.

Like we covered in the basic rules, it's important that everyone who wants to speak has the opportunity to do so.

Announcements

Nearing the end of the meeting, the meeting facilitator can open the floor to any participant for announcements or updates that weren't covered.

This is the chance to add any other relevant information.

Rule 1. Only one person may speak at any given time

Rule 2. All members have equal rights

Rule 3. Each item presented for consideration is entitled to full and free debate

Rule 4. Only one subject may be before a group at one time

Rule 5. The rights of the minority must be protected, but the will of the majority must prevail

Rule 6. "Negative" motions are generally not permitted

A motion needs at least one other person to agree with it for it to become an order of business to be discussed later in the meeting. Other meeting participants can choose to show their support for the shared recommendations or not. But, if the recommendations have zero support, they won't be made actionable.

Pro tip: Make sure action items are assigned to a specific person, with a specific due date. Hypercontext allows you to assign reminders within your agenda so that everyone is clear on their next steps.

¹ Roberts Rules of Order, RNOR 12th Edition