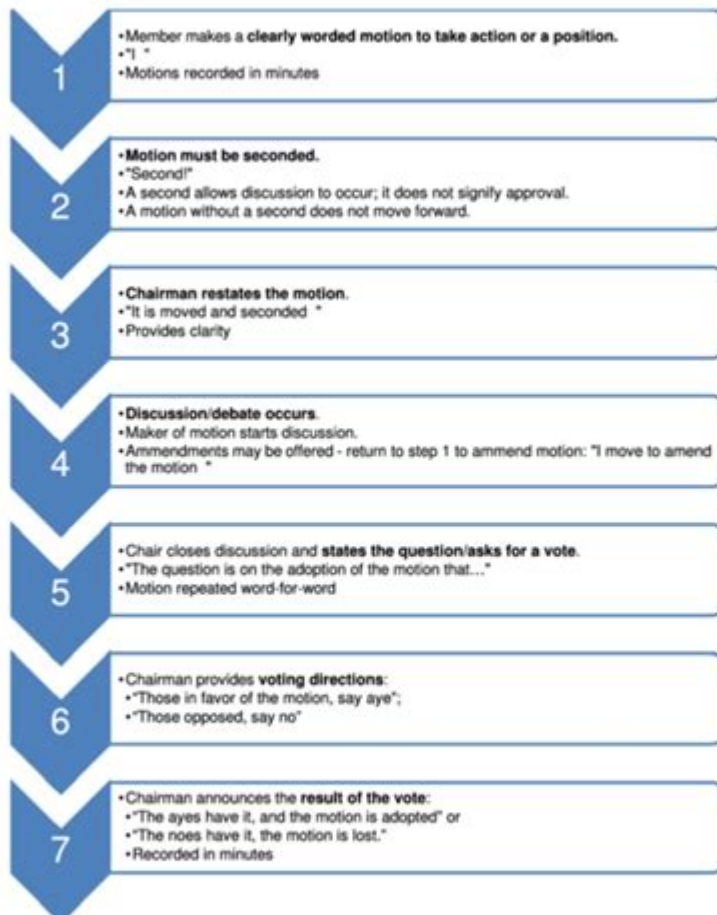


# Roberts Rules Of Order Voting Cheat Sheet

## Robert's Rules of Order Cheat Sheet

### HOW TO INTRODUCE NEW BUSINESS – The Main Motion Process



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Roberts Rules of Order voting cheat sheet is an essential guide for anyone who participates in meetings, whether they are formal or informal. Established in the early 20th century by Henry Martyn Robert, these rules provide a standardized framework for conducting meetings and making decisions. This cheat sheet simplifies the voting process, clarifying the steps and procedures involved, making it easier for participants to engage effectively in discussions and decisions.

Understanding Roberts Rules of Order can enhance the efficiency of meetings and ensure that everyone has a voice. This article will delve into the various voting methods, key terms, and procedures outlined in Roberts Rules

of Order, providing you with a comprehensive reference that you can consult in any meeting setting.

## Understanding the Basics of Voting in Meetings

Voting is a fundamental aspect of decision-making in meetings governed by Roberts Rules of Order. It allows members to express their opinions and influence outcomes. The following are the primary elements associated with voting:

### Types of Votes

#### 1. Voice Vote:

- Members express their approval or disapproval verbally, typically with "aye" or "no."
- The chair decides which side has more support.

#### 2. Roll Call Vote:

- Each member's name is called, and they respond with their vote.
- This method is useful for recording individual votes.

#### 3. Written Ballot:

- Members write their votes on slips of paper.
- This method ensures anonymity and is often used for sensitive issues.

#### 4. Show of Hands:

- Members raise their hands to indicate their vote.
- This method is quick but less formal than written ballots.

#### 5. Electronic Voting:

- Uses devices or software to tally votes.
- Increasingly common in large organizations or remote meetings.

### Voting Requirements

Different types of voting have varying requirements for what constitutes a valid vote:

- Simple Majority: More than half the votes cast. Used for most motions.
- Two-thirds Majority: Requires at least two-thirds of the votes to pass. Typically used for motions that limit the rights of members (e.g., closing debate).
- Unanimous Consent: No member objects to the proposal. Often used for routine or non-controversial matters.

# Voting Procedures

The voting process follows a structured set of procedures to ensure fairness and clarity. Here's a step-by-step guide:

## 1. Presenting a Motion

- A member must obtain the floor by being recognized by the chair.
- The member states the motion clearly and concisely (e.g., "I move that...").

## 2. Seconding the Motion

- Another member must second the motion to indicate that it merits discussion.
- If nobody seconds the motion, it is not considered.

## 3. Discussion

- The chair opens the floor for debate on the motion.
- Members can speak for or against the motion, usually limited to a set time.

## 4. Voting on the Motion

- After discussion, the chair calls for a vote.
- The method of voting is determined by the nature of the motion.

## 5. Announcing the Results

- The chair announces the outcome of the vote.
- If the motion passes, it's recorded in the minutes.

## Amendments and Voting on Amendments

Amendments provide a way to modify a motion before it is voted on. Understanding how to propose and vote on amendments is crucial for effective participation.

## **Types of Amendments**

1. Primary Amendment: Directly alters the original motion.
2. Secondary Amendment: Affects a primary amendment that has already been proposed.

## **Procedure for Amending a Motion**

- A member proposes an amendment (e.g., "I move to amend the motion by...").
- The amendment must be seconded and discussed.
- Voting follows the same procedure as the original motion.

## **Voting on Multiple Amendments**

When multiple amendments are proposed, they are typically voted on in the following order:

1. First amendment (if passed, it modifies the main motion).
2. Second amendment (if applicable).
3. Main motion (as amended).

## **Special Voting Situations**

Some situations require unique voting procedures. Understanding these can help navigate complex scenarios.

## **Voting to Close Debate (Previous Question)**

- A member may move to end debate on the current motion.
- Requires a two-thirds majority to pass.

## **Tabling a Motion**

- A motion can be "tabled" to postpone discussion to a later time.
- Requires a simple majority to pass.

## **Reconsidering a Motion**

- A member who voted on the prevailing side can move to reconsider a motion.

- The motion must be made at the same meeting or the next meeting.

## Common Mistakes to Avoid in Voting

Effective participation in meetings requires awareness of common pitfalls. Here are some mistakes to avoid:

1. Failing to Wait for Recognition: Always wait to be acknowledged by the chair before speaking.
2. Confusing Amendments with Main Motions: Ensure clarity between the original motion and any amendments.
3. Neglecting to Second Motions: Remember that all formal motions need a second to proceed.
4. Not Understanding Voting Requirements: Familiarize yourself with whether a simple majority or a two-thirds majority is needed.
5. Ignoring the Chair's Instructions: Pay attention to the chair's guidance during the meeting.

## Conclusion

Mastering the Roberts Rules of Order voting cheat sheet is invaluable for anyone involved in group decision-making. By understanding the types of votes, the voting process, the treatment of amendments, and the special situations that can arise, participants can contribute more effectively and confidently. Knowledge of these rules not only facilitates smoother meetings but also empowers members to engage fully in the democratic process within their organizations.

Whether you are a seasoned member of an organization or new to meetings governed by Roberts Rules, this cheat sheet serves as a handy reference to help you navigate the intricacies of voting. With practice, these rules will become second nature, enhancing both your understanding and participation in future discussions and decisions.

## Frequently Asked Questions

### What are Robert's Rules of Order?

Robert's Rules of Order is a widely used manual of parliamentary procedure that provides guidelines for conducting meetings and making decisions in an orderly manner.

## **What is a voting cheat sheet in the context of Robert's Rules?**

A voting cheat sheet is a summary or quick reference guide that outlines the various types of motions and voting procedures according to Robert's Rules of Order, helping participants understand how to effectively propose and vote on issues.

## **What types of votes are outlined in Robert's Rules of Order?**

Robert's Rules outlines several types of votes including voice votes, hand votes, roll call votes, ballot votes, and unanimous consent.

## **How do you call for a vote using Robert's Rules?**

To call for a vote, a member must first make a motion, then it must be seconded. The chair will then ask for discussion, after which the chair will call for a vote.

## **What is the difference between a simple majority and a two-thirds majority?**

A simple majority requires more 'yes' votes than 'no' votes to pass a motion, while a two-thirds majority requires at least two-thirds of the votes to be in favor for certain motions, such as amending bylaws or closing debate.

## **Can a member vote by proxy according to Robert's Rules?**

No, Robert's Rules of Order does not allow voting by proxy unless the organization's specific bylaws provide for it.

## **What is the purpose of a quorum in voting?**

A quorum is the minimum number of members required to be present for the meeting to conduct business legally and for any votes to be valid.

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