

Robert's Rules of Order fundamentals:

- The Chair will call the meeting to order (“gavel in”). Members will take their seats.
- A Main Motion is required to introduce an idea for discussion.
- A Main Motion requires a “second” before opening the discussion.
- Seconding a motion does not indicate agreement with the idea. It means the member believes the idea is worth discussing.
- Discussion of the idea takes place using the norms of courtesy outlined in the next section.
- Discussion can be tabled by motion. Tabling requires a second, and is not debatable or amendable.
- Voting is necessary for a decision to be finalized. Main Motions require a majority vote.

Courtesy during meetings:

- The Chair calls the meeting to order and calls the meeting to adjourn (“gavels in” and “gavels out”), recognizes speakers, and restates information for the record.
- The Chair does not participate in the discussion.
- Members rise to be recognized by the Chair.
- When recognized by the Chair, speakers introduce themselves if it is the first time to speak in the meeting, and offer a comment or pose a question about the issue under discussion.
- Members do not cross talk (speaking directly to each other.) Remarks are made to and through the Chair.
- Speakers refer to each other in the third person, saying “the previous speaker”, or “the delegate from the science class,” etc.
- The Chair will ask for motions on issues, will ask for a second, will take a vote, and will declare a decision based on the community’s response.
- Discussion is limited to the pros and cons (benefits and disadvantages) of ideas. The Chair will rule any discussion about a member’s personality or motives out of order.