

Robert's Rule Of Order Voting Instructions

The formal motion/discussion process is as follows:

- A discussion ensues about a particular topic.
- A motion is presented by a voting member other than the chair and seconded by another voting member other than the chair. The Chair asks “Will someone make a motion to vote on this discussion”. Once the motion is made and seconded, the discussion then continues on the motion. Motions may be substituted, or friendly amendments made during this process.
- “Call the Question”, a motion to end the discussion is made by a voting member and seconded to go to a vote.

(OR) someone can make a “Motion to Table”, to postpone a vote - or “Motion to Postpone Indefinitely” or “Withdraw Motion” to kill a motion – this must be seconded to end the discussion and move on.

- Voting is done by show of hands.
- 2/3 substantial unanimity is required to pass a motion, except to table a discussion or request to reconsider, which only requires a simple majority.

If the vote was not unanimous, the Chair will ask if any of those **not** in the majority would like to speak. After the minority opinion, the Chair will ask “Are there any members of the majority that wish to change their vote”, so a motion for reconsideration can be requested, and if seconded, the discussion would begin anew. If no vote for reconsideration is requested then the motion passes.

A quorum is defined as two-thirds of all voting members present (those group members registered as signed-in at the beginning of the meeting).

All matters of policy require substantial unanimity (two-thirds vote).