



Modes of School Transportation Task Force

Robert's Rules of Order Overview

1. **Obtain the floor from the Chair**
2. **Make a motion**
 - a. "I move ..."
3. **Chair states, "Is there a second?"**
 - a. Get a second to the motion. If no second, then the motion is dead.
 - b. Chair states, "It has been properly moved and seconded."
 - c. Chair states, "Is there any discussion?"
4. **Discussion (starting with member who made motion)**
 - a. Amend the motion, if necessary.
 - b. Second the amendment.
 - c. Discuss the amendment.
 - d. Vote on amendment.
5. **Vote on final motion (amended or original motion)**
 - a. By Roll Call: Each member answers "yes" or "no" as name is called. This method is used for all recommendations when a record of each person's vote is required.
 - b. By Voice: The Chair asks those in favor to say, "aye," those opposed to say "nay." Any member may move for an exact count.
 - c. By General Consent: When a motion is not likely to be opposed, the Chair says, "If there is no objection ..." The membership shows agreement by their silence; however, if one member says, "I object," the item must be put to a vote.
 - d. By Ballot: Members write their vote on a slip of paper; this method is used when secrecy is desired.
6. **Adjourn meeting by making motion, second, and vote.**