

## Running a Meeting with Robert's Rules of Order

### Call to Order

A quorum of one plus half of the voting members must be present in order to start the meeting. You can start the meeting by stating "I call this meeting to order".

### Consent Agenda

Typically, this just is the minutes, but it can also include items that only need a quick approval. Needs to have a motion to approve the minutes or the whole consent agenda if there are more items.

### Motions

- Must be made by a voting member (not the Chair) by stating "I move...".
- Another member must second the motion by stating "second" or "I second the motion". If no one seconds the motion right away, the Chair can ask "Is there a second?"
- If there is no second, the motion dies.
- If there is a second, the Chair will call for further discussion. This is when voting members can debate and deliberate on the motion.

### Amendment

- If a member wants to change a motion, they can move to amend it by stating "I move to amend the motion by ...".
- The amendment also needs a second.
- Once seconded, discussion can be made on the amendment.
- Once discussion is over, a vote must be taken to approve the amendment of the motion. This is not approving the motion and moving forward.
- If the amendment passes, the original motion with the new amendments approved must be voted on to enact.

### Voting

- When discussion and debating a motion is over, the Chair will call for a vote.
- The Chair will ask for "those in favor" either by a voice vote (Ayes) or by a show of hands.
- The Chair will then ask for "those opposed" by a voice vote (Nays) or by a show of hands.
- Some members can abstain from voting by explaining why.
- Those who do not abstain or vote for or against the motion, cast a negative vote.

### Adjourn

The Chair can state "I adjourn this meeting" or a member can make a motion to adjourn the meeting if needed.

You can also review the Ashland Municipal Code 2.04.040 on Conduct of Meetings. This mainly pertains to Council, but also reviews some of the lesser used motions. You can find that section of the code at: <https://ashland.municipal.codes/AMC/2.04.040>.