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# SPECIAL EDUCATION ADVISORY PANEL

## ROBERT'S RULES OF ORDER WORDS TO USE

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### Some Basic Common Procedures

#### Call to Order

- “We would like to convene this meeting of the\_\_\_\_\_.”
- “This Meeting of the\_\_\_\_\_ will now please come to order.”

#### Welcome

- “Welcome to all who are present. We appreciate your interest and your attendance.”

#### Business

- “If you will refer to your agenda, the first order of business is . . . .”
- “The next item for consideration by the\_\_\_\_\_ (e.g., committee, council, etc.) is . . . .”
- “\_\_\_\_\_ will explain the next item before we open discussion.”
- “\_\_\_\_\_ will present the information needed by the\_\_\_\_\_ (e.g., committee, council, etc.) before we consider this item.”

#### Call for Second to a Motion

- When a motion is made, **ask**, “Is there a second to the motion?” If yes, **say**, “The motion has been seconded.”
- **Repeat or state** the motion. **Ask**, “Is there discussion to the motion?”

#### Discussion

- To call on someone who wants to make comments, **say**, “The chair recognizes\_\_\_\_\_.” Before closing discussion, **ask**, “Is there any further discussion?”

#### Prepare to Vote

- After discussion, **ask**, “Are we ready for the question?” (to vote on the motion). If yes, state the motion again.
- **Say**, “The motion has been made and seconded.”

#### Call for Vote

- “All in favor of the motion, say ‘Aye.’” (Count or make note of votes.)
- “Those opposed, say ‘No.’” (Count or make note of votes.)
- **If unsure** on the voice vote, then say, “The chair is in doubt. Those in favor, please signify your vote by raising your hand.” (Count or make note of votes.)
- “The motion as stated (amended) is carried [adopted/defeated/lost]; therefore, [**state** the intent of the motion].”

#### Wrap Up

- **Ask**, “Are there any other items of business to be brought before the\_\_\_\_\_ (e.g., committee, council, etc.) today?”

### Thank You

- **Say**, “Thank you to all who participated in [presented at] this meeting. We appreciate your interest and your attendance.”

### Motion to Adjourn

- “Having completed the business of today’s meeting, the chair will entertain a motion to adjourn.” **Ask** for a second and vote. When approved, **say**, “The motion to adjourn until [date] at [time] to be held at [location] is carried. This meeting stands adjourned.”