

## Robert's Rules of Order

All Milpitas City Commission meetings are run according to Roberts' Rules of Order.

***Robert's Rules of Order*** is the short title of a book, written by Henry Martyn Robert, that is intended to be a guide for conducting meetings and making decisions as a group.

Originally published in 1876, it has been revised regularly through the years, including two major revisions, by Robert and his successors based on feedback from users. The most recent version is the 11th Edition published in 2011 under the name *Robert's Rules of Order Newly Revised*.

The purpose of using Robert's Rules of Order is to ensure that all persons participating in a group meeting are treated fairly and equally and to ensure that the business of the group is carried out smoothly.

### Basic Information

A meeting is a gathering of a group of people assembled to democratically conduct business for the group.

Group members agree to speak in turn when called upon by the Chair. Do not interrupt the commissioner who "has the floor" which means that commissioner was called upon by the Chair to speak.

Only business actions that at least two group members want to have discussed will be considered by the group.

**Motion:** Do this by saying, "I move..." [*insert the action you want discussed*]

A motion is when a member of the group wants something discussed by the group. Originally, "I move" was stated when the member actually stood or *moved* to say what he wanted the group to discuss.

**Second:** Do this by saying, "I Second the motion."

This is the second group member who wants to have an action discussed.

If only one person wants to discuss something then it is not considered worthy of spending time on. To be discussed an action needs to have a member suggest it in a Motion and then have another group member Second that motion.