

CHRONIC PAIN ANONYMOUS GUIDE TO ROBERT'S RULES

Main Motion

Second

**Discussion /
Debate**

DISMISS

- State a reason
- No debate
- 2/3 vote required

POSTPONE

- Until when?
- No debate

VOTE
(and Minority
Opinion)

AMEND

Discussion and
Vote on the
Amendment

REFER

- To which
Committee?
- Debatable and
Amendable

REMINDER: The minority opinion is only for
people who were on the non-prevailing side.

It is used:

- 1) for new concerns
- 2) if anyone feels they haven't expressed themselves adequately
- 3) if someone feels they feel the body is making a serious mistake

“Is there any discussion?”

- In CPA we substitute this for “is there any objection”.
- When the chair asks this question, they are using a process called *unanimous consent* which can save time.
- If no one has any discussion, it is assumed that everyone is in favor of the motion or proposed action.
- It is important to speak up at this time, if you want a vote to be called.

WITHDRAW A MOTION

- When a motion is made and seconded, it belongs to the body, not to the person who make the motion.
- If the person who made the motion changes their mind and wishes to withdraw it, the chair can ask for unanimous consent.
- As long as the body approved the withdrawal, it can be withdrawn.



VOTING PROCEDURES

1. Chair re-reads the motion aloud
2. “Vote Yes if you support this motion”
3. “Vote No if you oppose this motion”
4. “Vote to Abstain if you do not want to vote on this motion”
5. “Members on the phone state their name & their vote”
6. Members on video electronically vote (Explain procedure)
7. “Who would like to represent the minority opinion”
8. After hearing the minority opinion, “Does anyone want to change their vote?”
 - If YES: Then call a new vote
 - If NO: Motion Passes/Fails

Discussion Ends Either...

- Organically (no one says anything)
- Move to End Debate and Vote
Aka “I call the question”
(Requires second and 2/3 vote)

A SECOND...

- Is required to do *anything* under Robert’s Rules.
- It prevents one person from dominating the meeting with their personal agenda.

AMENDMENTS:

- When proposing an amendment, it is important to clearly state the new wording.
- It must be seconded.
- The chair should restate the amendment.
- *The amendment itself requires a vote BEFORE the vote on the main motion.*
- **No minority opinion on Amendments, but it should be heard on the main vote.**

POINT OF ORDER:

At any time a member can say, “Point of order”. This is used when there is a question or concern that proper procedures are not being followed.

POINT OF INFORMATION:

A member may need to bring up an additional point or additional information (in the form of a non debatable statement) so that the other members can make fully informed votes.

**Don’t be afraid to speak up-
it helps everyone!**