

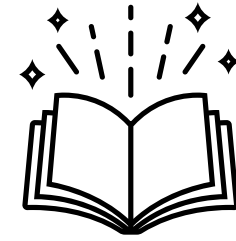
INTERAGENCY EQUITY ADVISORY COMMITTEE

Business Meeting Tab 6 – Robert's Rules of Order

March 11-12, 2025



Robert's Rules of Order

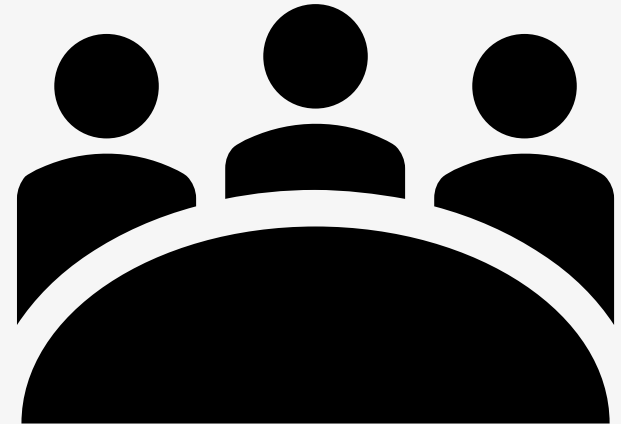


Principles:

- **Participation:** Anyone can participate in discussion
- **Information:** Everyone should know what's going on, and only urgent matters can interrupt a speaker
- **One motion at a time:** Only one motion can be discussed at a time

Basic Rules

- Only one subject may be discussed by the Committee at one time
 - This is from the published agenda
- One person speaks at a time



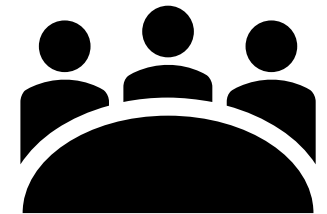
Basic Rules

- Everyone participates before an individual speaks twice
- One motion is discussed at a time
 - Everyone has a right to discuss each motion
- The perspectives of a majority of members guide the discussion



Motions

- **Motion:** a formal procedure for taking actions related to Committee business
 - **To make a motion,** a member must first be recognized by the Chair
 - Staff will provide guidance on this process during meetings
1. Member makes a motion
 2. The motion is 'seconded'
 3. The Chair restates motion or rules it out of order
 4. Chair calls for discussion

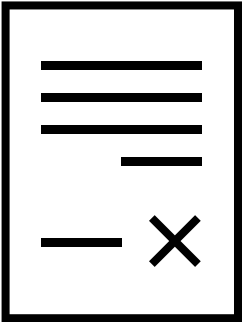


Motions

- The exact wording of motions and amendments is important for clarity and recording in the minutes
- A complex motion should be written down for the Chair to read.

Examples:

- Approving the creation of a permanent Subcommittee
- Approving meeting minutes
- Approving recommendations made by a Subcommittee
- Approving an action to make a recommendation on a policy topic
 - *Within the scope of the Committee*



Questions?

