

## PARLIAMETARY PROCEDURES – QUICK GUIDE

*BASED ON ROBERTS RULES OF ORDER (2025)*

### 1. QUORUM

A quorum is the minimum number of members who must be present to conduct official business. No motions or votes can occur without a quorum. The Commission’s quorum is 20 members (as stated on the agenda and subject to change). If quorum is lost during the meeting, only informational updates or discussion may continue—no actions or votes can be taken until quorum is reestablished.

### 2. MAKING A MOTION

Members propose action by saying, “I move that...”. Requires a second before discussion. Only one motion on the floor at a time.

### 3. SPEAKING & DISCUSSION

Raise your hand and wait to be recognized. Stay on topic; avoid side conversations. Speak once before speaking again.

### 4. VOTING (ROLL CALL)

The Co-Chair will call for a roll call vote for all motions requiring Commission action. Each member responds “Yes,” “No,” or “Abstain” when their name is called. Results are recorded in the official minutes, and abstentions are noted when stated aloud.

### 5. AMENDING

Say, “I move to amend the motion by...”. Requires a second, then vote on the amendment first.

### 6. POINT OF ORDER

Used to address a procedural error or breach in decorum. Co-Chair pauses to rule or clarify.

### 7. POINT OF CLARIFICATION (PROPERLY: POINT OF INFORMATION)

Ask factual questions during discussion. Say, “Point of Information,” and wait to be recognized.

### 8. TABLING / POSTPONING

To delay an item: “I move to table...” or “...postpone until [date].”

### 9. DECORUM & RESPECT

Speak through the Co-Chair. Be concise and kind. Uphold the Code of Conduct—respect, integrity, and collaboration.

### 10. QUICK TIP

When in doubt—ask! Co-Chairs and staff are here to help keep meetings inclusive and on track.