Robert’s Rules of Order is a widely used manual of parliamentary procedure that helps groups conduct meetings and make decisions in an orderly and efficient manner. It was originally developed by Henry Martyn Robert, an officer in the U.S. Army, back in 1876.

**Key Points of Robert’s Rules of Order:**

* Motions: A member proposes an action or decision by making a motion, which must be seconded by another member.
* Amendments: Members can propose changes to a motion by moving to amend it. This also requires a second and a vote.
* Committees: Motions can be referred to committees for further discussion and reporting back to the group.
* Points of Order: Members can raise points of order to address procedural issues during the meeting.