

Parliamentary Procedure Cheat Sheet

There are two aspects to this cheat sheet:

1. **Agenda** - the order of events
2. **Parliamentary procedure** - the method of resolving issues

“Parliamentary Procedure” is a general term.
“Robert’s Rules of Order” is a specific kind of parliamentary procedure with codified rules.

This “Cheat Sheet” parliamentary procedure is guided by Robert’s Rules of Order.

Example agenda

1. Establish a quorum
2. Call to order
3. Approval and/or correction of minutes
4. Officer reports
 1. President
 2. Vice President
 3. Treasurer
 4. Secretary
5. Committee Reports
6. Unfinished business
7. New business
8. Announcements
9. Adjournment

Establish a quorum

If no quorum is established, a motion to adjourn, adjourn to a later date, or recess is entertained.

Call to order

1. **Chair:** *The meeting will come to order at 6:35pm.*
2. **Secretary:** <Records the members present>

Minutes

1. Options
 1. Minutes may be read aloud.
 2. The Chair ask if minutes have already been read.
 3. The Chair allows time for the board members to review the minutes.
2. If corrections are needed, come to agreement on each correction.
3. **Chair:** *Do I have a motion to accept the minutes as read (or as amended)?*
4. **Board member 1:** So moved.
5. **Board member 2:** Second.
6. **Chair:** *Those in favor say ‘Aye’.*
7. **Board members:** Aye
8. **Chair:** *Those opposed, say ‘No’.*
9. **Board members:** No
10. **Chair:** *The ‘Ayes’ have it and the motion carries.*

Officer reports

After each report, questions may be asked.

1. **President**
 1. Actions taken since last meeting.
2. **Vice president**
3. **Treasurer**
 1. Monthly and year-to-date income and expense report.
 2. Any issues concerning accounts receivable, payable or budgetary items.
4. **Secretary**
 1. Any correspondence with the HOA.

Committee Reports

1. ...

Unfinished business

1. **Chair:** *The first item of unfinished business is...*
2. Use Motions to pass, defeat, table, refer to committee, or postpone indefinitely.

New business

1. **Chair:** *Is there any new business?*
2. Use Motions to pass, defeat, table, refer to committee, or postpone indefinitely.

Announcements

1. **Chair:** *Are there any announcements?*
2. <Announcements from Board Members>
3. **Chair:** *The next meeting is on Month-Day-Year at Hour. The location is ...*

Adjournment

1. **Chair:** *Is there any further business?*
 1. <pause for any further business>
2. **Chair:** *Do I have a motion to adjourn?*
3. **Board member 1:** So moved.
4. **Board member 2:** Second.
5. **Chair:** *Is there any objection to adjourning the meeting?*
 1. <pause for objection>
6. **Chair:** *Hearing no objection, the meeting is adjourned.*

Simplified Motion

1. **Chair (Optional):** *Do I hear a motion?*
2. **Board Member 1:** *I move that...*
3. **Board Member 2:** *I second the motion.*
4. **Chair:** *It has been moved and seconded that <restate the motion>. Is there any discussion?*
5. <Discuss among Board Members. The Chair may recognize non-Board Members to discuss>
6. **Chair:** *We will now vote on the motion to <restate the motion>. Those in favor, say 'Aye'.*
7. **Board Members:** Aye
8. **Chair:** *Those opposed, say 'No'.*
9. **Chair:**
 1. *The motion passes.*
 2. *The motion is defeated.*

Types of Motions

1. I move to <explain motion>.
2. I move to amend the current motion
3. Defeated
4. Referred to committee
5. Tabled -

References

1. <https://hub.dockter.com/pine-trace-at-binks-forest/parliamentary-procedure/>