

# Robert's Rules of Order

## PRESIDING ELECTION OFFICER QUICK REFERENCE

### SAY THIS -- QUICK REFERENCE

Situation	What to Say
Start the meeting	"The meeting will come to order. A quorum is present."
Open nominations	"Nominations are now open for the office of ____."
Someone nominates	Member: "I nominate [Name] for ____."
Close nominations	"Any further nominations? Hearing none, nominations are closed."
Member moves to close	Member: "I move to close nominations." needs second + 2/3 vote.
One candidate vote	"All in favor say Aye. Opposed, Nay. [Name] is elected."
Multiple candidates	"We vote by ballot. Candidates are [A] and [B]."
Announce winner	"[Name] receives ____ votes and is elected [Office]."
Point of Order raised	Member: "Point of Order!" You: "State your point." "Your point is [well/not] taken."
Division called	"In favor please rise. Opposed. Motion [carries/fails]."
Tie vote	"Vote is tied. Per bylaws, [motion fails / we re-vote]."
Next office	"Nominations now open for the office of ____."
Adjourn	"All in favor of adjourning? Ayes have it. Adjourned."

### BEFORE THE MEETING -- CHECKLIST

- Read bylaws -- know offices & order of election
- Confirm if nominations need a second (often NO)
- Designate a teller (vote counter) in advance
- Know your quorum number
- Bring notepad to record nominees & vote counts
- Print this sheet -- keep it in front of you

### KEY PARLIAMENTARY PHRASES

I move to ____	Formally propose something to the group.
I second the motion	Supports discussing it -- doesn't mean agreement.
Call the question	End debate & vote now. Needs 2/3 majority.
I move to amend	Change the motion before the vote.
Point of Order	Rules are being broken -- must be addressed immediately.
Point of Information	Ask a procedural question about process.
I appeal the decision	Challenge a chair ruling -- group votes to overrule.
Division!	Doubt a voice vote -- triggers a count/show of hands.
Abstain	Choosing not to vote yes or no.

### FREQUENTLY ASKED QUESTIONS

#### Q: Can someone nominate an absent member?

A: Yes, unless bylaws say otherwise. The nominee must accept before being elected -- confirm via written note or phone call.

#### Q: Can a nominee decline?

A: "[Name] has declined the nomination. Are there any further nominations?" Move on without debate.

#### Q: What if there is a tie vote?

A: Check bylaws first. Typically re-vote. You can also vote yourself -- you are a full member with voting rights.

#### Q: One nominee -- do we still vote?

A: You can vote formally, or declare by acclamation: "There being one nominee, [Name] is elected by acclamation." Confirm bylaws allow it.

#### Q: When should I make a motion -- and what kinds are there?

A: Make a motion any time you want the group to take a formal action. Common types: Main Motion (new business), Amend (change a motion), Table (pause it), Call the Question (force a vote), Recess (short break), Adjourn (end meeting). Only one main motion at a time.

#### Q: What if someone disputes the vote count?

A: "A recount has been requested. Tellers, please recount the ballots." Announce the confirmed result clearly and officially.

#### Q: Can I reopen nominations after closing?

A: Only by a motion to reopen -- needs a second and a majority vote. You facilitate; you don't decide alone.

#### Q: What if discussion feels rushed or candidates aren't getting a fair chance to speak?

A: Your bylaws and Robert's Rules both protect every member's right to be heard before a vote. If things feel too fast, calmly say: "Point of Order -- I believe members haven't had the opportunity to speak." The chair must respond. If you disagree with their ruling, say "I appeal the decision of the chair" -- the group then votes to overrule. Always check your bylaws first for specific speaking rights.

#### Q: What if I'm nominated and change my mind while already up speaking?

A: You can decline at any point before the vote -- even mid-speech. Say: "I appreciate the nomination, but I'd like to withdraw." If nominations are still open, you can then nominate someone else: "I'd like to nominate [Name]." Decline first, then nominate -- not both at once.

#### Q: What if I make a procedural mistake?

A: "Your point is well taken -- we will proceed correctly from here." Acknowledge it briefly and move on.