

Here’s a **snapshot summary of Robert’s Rules of Order**, tailored for a high school-level club meeting like Rotary Interact. It’s simple, visual, and focused on helping meetings stay **organized, fair, and productive**.

 Robert’s Rules of Order: Snapshot for Club Meetings

 Purpose:

A guide to run **fair, orderly, and efficient meetings** where everyone's voice can be heard.

 Key Roles in a Meeting:

- **President (Chair):** Runs the meeting, keeps order
 - **Secretary:** Takes notes (minutes), tracks motions
 - **Members:** Propose, discuss, and vote on ideas
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 Common Motions (Actions You Can Take)

Motion Type	What It Means	How to Use It
Main Motion	Propose a new idea or action	"I move that we..."
Second a Motion	Show support to discuss the motion	"I second the motion."
Amend	Change the motion	"I move to amend the motion by..."
Table	Pause discussion until later	"I move to table this until..."
Previous Question	End discussion, move to a vote	"I move the previous question."
Point of Order	Call out if rules are broken	"Point of order!"
Adjourn	End the meeting	"I move to adjourn."

 How a Motion Works

1. **Make a Motion** – "I move that we host a fundraiser."
2. **Second It** – "I second the motion."
3. **Discuss It** – Members share opinions or propose changes.
4. **Vote** – Usually by raising hands or saying "Aye"/"No".
5. **Announce the Result** – President says whether it passed or failed.

Discussion Rules

- **One person speaks at a time**
 - **Stay on topic**
 - **Be respectful**
 - **Chair recognizes speakers**
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Voting Tips

- **Majority Rules** – More than half must say yes.
 - **Tie?** – Chair can vote to break it.
 - **Types of Votes:** Voice, show of hands, ballot
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Sample Meeting Agenda (Using Robert's Rules)

1. Call to Order
 2. Roll Call / Attendance
 3. Approval of Last Meeting's Minutes
 4. Officer Reports
 5. Old Business
 6. New Business
 7. Announcements
 8. Adjournment
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