


# Robert's Rules of Order for the Animal Services Advisory Board



Manatee County Animal Welfare Division  
Community and Veterans Services Department  
Manatee County Government

Corresponding items are in the Handout Created for use by the Animal Services Advisory Board  
June 2024 - 18

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## Who is Robert?

- Colonel Henry Martyn **Robert**
- No shared understanding among the attendees
- Recognized the **need for a uniform understanding** of parliamentary procedures
- Published in **1876**



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## Guiding Principals

**Robert's Rules of Order** is the standard for facilitating discussions and group decision-making.

- Tool** used by representative bodies of all kinds
- Brings **order** to meetings
- Groups **taking care of business** in an **efficient** and **predictable** manner.
- Proven** way of conducting meetings.



Located in Handout pg. 3

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## Definitions




Located in Handout pg. 3-4

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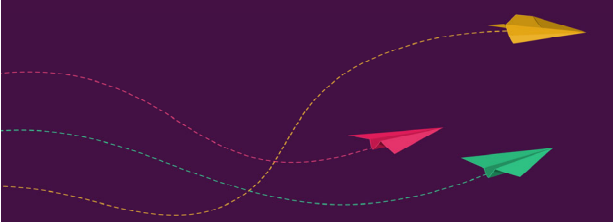
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## How To Proceed

There are different ways to do different things during meetings



Located in Handout pg. 4-8

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## Motion Procedures

- **Clear** and **concise** is key to eliminate any confusion
- All motions must be **stated clearly** with the **detail** you want for the record
- Refrain from referencing or copying a previously made motion without providing the detail
- Each motion **requires public comment**



Located in Handout pg. 8

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## Motion Templates

- Adopting Meeting Minutes
- Formation of as subcommittee
- Funding Recommendation
- Failed Motion
- Final Recommendation



Located in Handout pg. 8-9

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## Summary and Quick Reference Guide:

Quick Reference Guide for Robert's Rules					
	Must be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May be Reconsidered or Rescinded
Main Motion	✓	✓	✓	Majority	✓
Amend Motion	✓	✓		Majority	✓
Kill a Motion	✓			Majority	✓
Limit Debate	✓		✓	2/3	✓
Close Discussion	✓			2/3	✓
Recess	✓		✓	Majority	
Refer to Committee	✓	✓	✓	Majority	✓
Table	✓			Majority	
Postpone to a Later Time	✓	✓	✓	Majority	✓
Postpone Indefinitely	✓	✓	✓	Majority	✓
Adjourn (End Meeting)	✓			Majority	

Located in Handout pg. 9

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## Member Actions

- Main Motions
- Further consideration of a Motion
- Subcommittee
- Discussion
- Other



Located in Handout pg. 10

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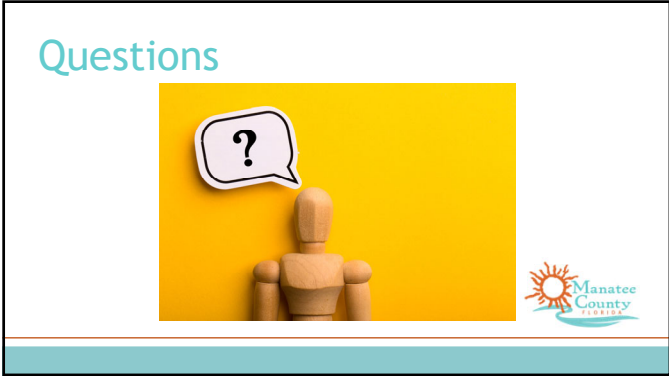
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