



## ROBERTS RULES OF ORDER EXPLAINED

Roberts Rules of Order is a set of guidelines that are used to govern meetings, whether they are in a classroom, board room, or any other setting. These rules are designed to ensure that meetings are conducted in an orderly and efficient manner, and that all members have an equal opportunity to participate.

### **Rule 1: Notice of Meeting**

All members must be given notice of the meeting.

This means that the meeting should be announced in advance, and all members should be informed of the time, place, and agenda for the meeting.

Importance: It gives members time to prepare for the meeting, and allows them to make sure that they can attend.

### **Rule 2: Presence of Members**

All members must be present at the meeting.

This means that all members should be seated and ready to participate when the meeting begins.

Importance: It ensures that all members are present and able to contribute to the discussion.

### **Rule 3: Right to Speak**

All members must be allowed to speak.

This means that all members should be given the opportunity to speak and express their opinions.

Importance: It ensures that all members have a voice and can contribute to the discussion.

### **Rule 4: Respect for Others**

All members must be respectful of one another.

This means that all members should be respectful of each other's opinions, and should not interrupt or talk over one another.

Importance: It ensures that all members are heard and that the discussion remains productive.

### **Rule 5: Following the Agenda**

All members must follow the agenda.

This means that the meeting should follow the agenda that was set in advance, and that all members should stay on topic.

Importance: It ensures that the meeting stays focused and that all important topics are discussed.



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### **Rule 6: Voting**

All members must vote.

This means that all members should vote on important decisions and that the majority rules.

Importance: It ensures that all members have a say in important decisions, and that the majority's opinion is respected.

### **Rule 7: Keeping Minutes**

All members must keep minutes.

This means that all members should take notes during the meeting and that these notes should be recorded and shared with all members.

Importance: It ensures that all members are aware of what was discussed and that important decisions are recorded.

### **Conclusion:**

In conclusion, Roberts Rules of Order is a set of guidelines that are used to govern meetings, whether they are in a classroom, board room, or any other setting. These rules are designed to ensure that meetings are conducted in an orderly and efficient manner, and that all members have an equal opportunity to participate. It is important for all members to follow these rules in order to ensure that meetings are productive and that all members are heard.