Robert's Rules of Order

Impact100 boards don't need to be overly formal, but using a clear, shared process for motions and votes keeps decision-making fair, consistent, and easy to record. Robert's Rules of Order is the most common framework. This quick guide highlights only what most chapters will need.

Why Use Robert's Rules?

- Creates a common understanding of how decisions are made
- Ensures all voices are heard fairly
- Provides clarity for accurate minutes

Key Terms

- **Motion** – A formal proposal for action
- **Second** – Agreement to bring the motion forward for discussion
- **Quorum** – Minimum number of board members required to conduct official business (defined in bylaws)

Basic Process for a Motion

1. A member **makes a motion**: *"I move that we approve the proposed budget."*
2. Another member **seconds the motion** to allow discussion.
3. The board **discusses**—ask questions, share perspectives, suggest changes.
4. The chair **calls for a vote** (voice vote, show of hands, or ballot).
5. The **result is recorded**: who moved, who seconded, and whether it passed.

Other Common Actions

- **Amending a motion** – Suggesting changes before the vote. Requires a second and a vote.
- **Tabling a motion** – Postponing discussion or decision to a later time.
- **Calling the question** – Ending discussion and moving directly to a vote. Requires a second and majority approval.

Impact100 Tips

- Keep it simple—stick to the basics unless an issue is complex.
- Make sure all board members understand the process; avoid unnecessary jargon.
- Document motions clearly in the minutes for transparency.

Remember: Robert's Rules is a tool to support transparency and fairness, not a barrier. Use the parts that help your board lead confidently and adapt as needed.