



RICK SCOTT  
GOVERNOR

*Better Health Care for all Floridians*

ELIZABETH DUDEK  
SECRETARY

## **WORKGROUP RULES OF ORDER \*(in brief)**

### **Meeting order:**

1. Call to order
2. Roll call
3. Introduction and approval of minutes
4. Agenda reports
5. Announcements
6. Adjournment

The method used by members to express themselves is in the form of moving motions. A motion is a proposal that the entire membership take action or a stand on an issue. Individual members in this forum can:

1. Make a motion for a vote
2. Second motions for a vote
3. Debate motions
4. Vote on motions

### **How motions are presented:**

1. Obtaining the floor - wait until the Facilitator recognizes you.
2. Make your motion
3. Wait for someone to second your motion
4. Another member will second your motion or the Facilitator will call for a second.
5. If there is no second to your motion it is lost
6. Once seconded, the Facilitator states your motion
  - a. The Facilitator will say, "It has been moved and seconded that we ..." Thus placing your motion before the membership for consideration and action.
  - b. The membership then either debates your motion, or may move directly to a vote.
  - c. Once your motion is presented to the membership by the chairman it becomes "workgroup property", and cannot be changed by you without the consent of the members.
7. Putting the Question to the Membership
  - a. The Facilitator asks, "Are you ready to vote on the question?"
  - b. If there is no more discussion, a vote is taken.



**Voting on a motion:**

The method of vote will be one of the following chosen at will by the Facilitator:

1. By Voice -- The Facilitator asks those in favor to say, "aye", those opposed to say "no". Any member or the Facilitator may move for an exact count.
2. By Roll Call -- Each member answers "yes" or "no" as his name is called. This method is used when a record of each person's vote is required.
3. By General Consent -- When a motion is not likely to be opposed, the Facilitator says, "if there is no objection ..." The membership shows agreement by their silence, however if one member says, "I object," the item must be put to a vote.
4. By Division -- This is a slight verification of a voice vote. It does not require a count unless the Facilitator so desires. Members raise their hands or stand.
5. By Ballot -- Members write their vote on a slip of paper; this method is used when secrecy is desired.

There are two other motions that are commonly used that relate to voting.

1. Motion to Table – If moved to table, the option is always present to motion to "take from the table" for reconsideration by the membership.
2. Motion to Postpone Indefinitely

*\*DISCLAIMER: These basic guidelines for Workgroup order are not intended to replace the contents of the full text "Robert's Rules of Order." Instead, they are a general summary provided for the convenience of the members and the forum. If discrepancies arise, "Robert's Rules of Order" shall take precedence, except where in direct conflict with the directions found in the Charter.*