

## Rules of Order (Simplified): Auburn Planning Board

### Guiding principles for discussion and conduct during meetings:

Meetings will be conducted in an orderly manner. To facilitate this the following general rules apply:

- The meeting agenda determines the order of business
- Discussion must pertain to the agenda item under
- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times.
- Only urgent matters may interrupt a speaker.

### Order of Business to Start a Meeting

1. The chairperson will first determine if quorum is met
2. The chairperson will determine whether or not seven full members of the Board are present. If fewer than seven are present, the Chair will elevate needed associate members to full members for the remainder of the meeting by General Consent.
3. Meetings then follow the order of business described in the meeting agenda and in accordance with Board Policies and Procedures for conducting business. The agenda and procedure for conducting hearings may be amended using a motion to amend by members of the Board.

### The Use of Motions by the Board

The Planning Board will make all binding decisions through the use of motions.

### Basic Categories of Motions (A further description of each type of motion may be found in the Robert's Rules of Order Motions Chart)

1. **Main Motions:** The purpose of a main motion is to introduce items to the membership for their consideration. They cannot be made when any other motion is on the floor, and yield to privileged, subsidiary, and incidental motions. Common main motions are to:
  1. Take action on an agenda item
  2. Postpone a decision
  3. Move to executive session
  4. Adjourn a meeting
2. **Subsidiary Motions:** Their purpose is to change or affect how a main motion is handled, and are voted on before a main motion. A common subsidiary motion is to:
  1. Amend a motion
3. **Privileged Motions:** Their purpose is to bring up items that are urgent about special or important matters unrelated to pending business. Common Privileged motions are to:
  1. Take a recess
  2. Follow the agenda
4. **Incidental Motions:** Their purpose is to provide a means of questioning procedure concerning other motions and must be considered before the other motion. Common incidental motions are to:
  1. Enforce rules
  2. Ask for information

### Basic Rules of Order for Planning Board Business

The majority of decisions made by the Board are done so by using Maine Motions and Subsidiary Motions. The general procedure for handling these motions is as follows:

1. The member announces their intention to make a motion and then proceeds by making their motion. (“I move to...”, or “I make a motion ...”)
2. Another member seconds the motion. (“I second the motion” or “I second it” or “second”). **NOTE: Motions requiring a second are lost if no second is made. However, not all motions require a second. Please refer to the Robert's Rules of Order Motions Chart**
3. The Chair recognizes and briefly describes the motion. The Chair then calls for debate and discussion to consider the motion only if required based on the motion type.

4. The Board members debate the motion. The maker of the motion should be given first right to the floor for debate. Debate should be confined to the merits of the motion. Subsidiary Motions, such as those to amend, postpone, or other motions in order may be made at this time.
5. Debate is closed by use of Subsidiary Motions or by the Chair if no one seeks the floor for further debate.
6. The Chair proceeds to take the vote in accordance with policies and procedures of the Board.
7. The Chair announces the result of the vote.

**Additional Motions**

Members of the Board are entitled to make any motion during regular proceeding of the Board, so long as they are in order.

## Robert's Rules of Order Motions Chart

Based on Robert's Rules of Order Newly Revised (10th Edition) from: <http://www.robertsrules.org/motions.htm>.  
(Amended for the Board)

<b>Part 1, Main Motions.</b> These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion. (§ indicates the section from Robert's Rules for reference)							
§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take a break	I move to recess for ...	No	Yes	No	Yes	Majority
§19	Register a complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make Board follow the agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Put something aside indefinitely or temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate on a motion or topic	I move the previous question	No	Yes	No	No	2/3
§15	Limit the time of or extend time for a debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
§14	Postpone something to a specific time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
§12	Amend a motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
§11	Kill the main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Take action on an agenda item or bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

<b>Part 2, Incidental Motions.</b> No order of precedence. These motions arise incidentally and are decided immediately. (§ indicates the section from Robert's Rules for reference)							
§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly because you think the Chair is in error	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
§27	Divide motion into parts	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote (members stand to indicate their vote)	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes if urgent	No	No	No	None
§33	Request for information	Point of information	Yes if urgent	No	No	No	None

<b>Part 3, Motions That Bring a Question Again Before the Assembly.</b> No order of precedence. Introduce only when nothing else is pending. (§ indicates the section from Robert's Rules for reference)							
§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§34	Take matter from table	I move to take from the table ...	No	Yes	No	No	Majority

§35	Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with notice
§37	Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority