

AMENDMENTS in Robert's Rules

The motion to amend presents some challenges.

Make a Main Motion to start the process.

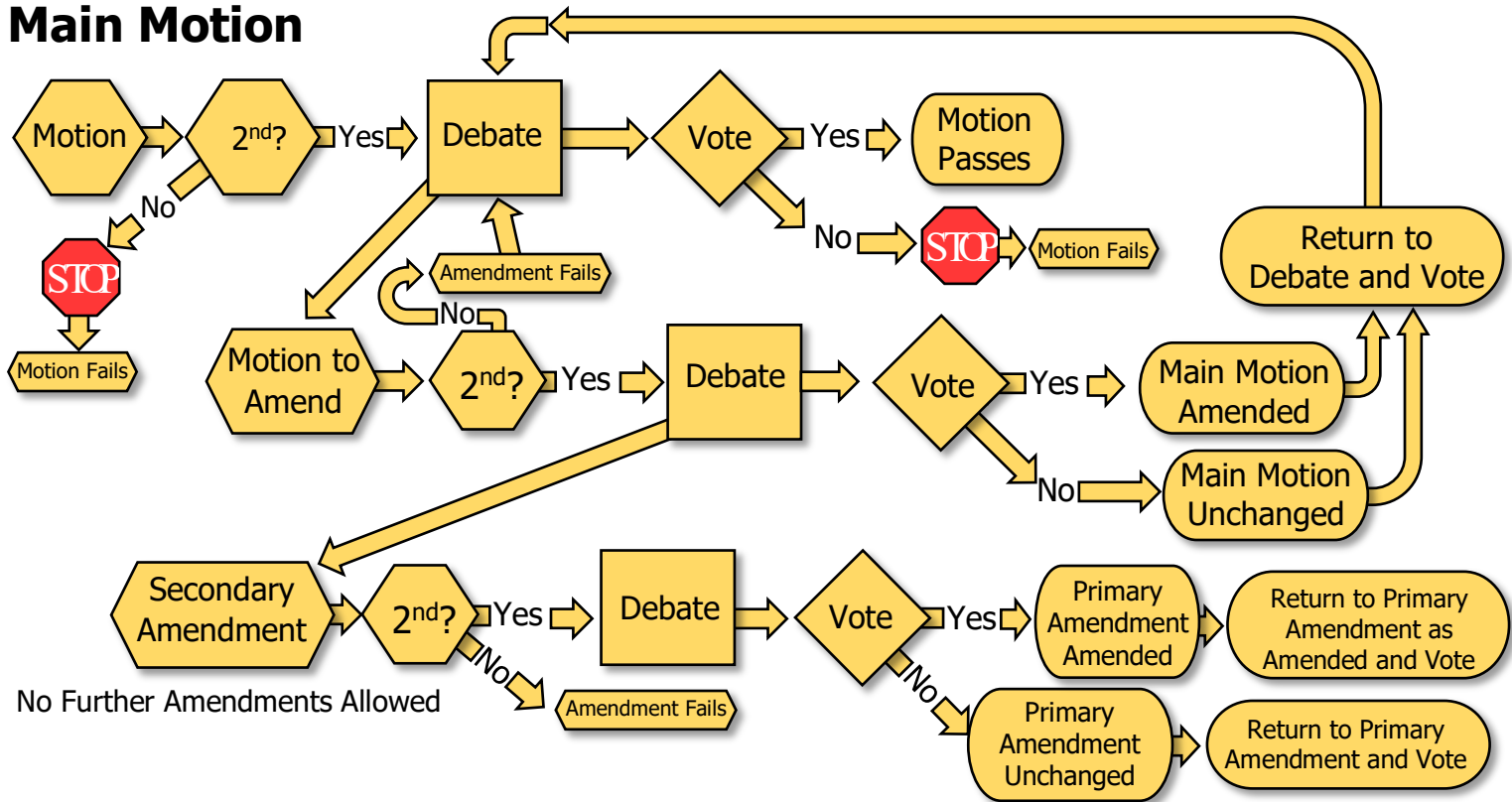
Robert's Rules of Order presumes that a group will make a Main Motion—a proposal for action—before holding any discussion.

Example: I move that we purchase two new computers for the headquarters office.

Amend the Main Motion to improve it

Once a Main Motion has been made, seconded, and stated by the chair, it can be amended during the discussion. A member proposes to amend the motion in order to strengthen it or make it more likely to pass.

Main Motion



NOTE: At ANY time, the MAKER of the Motion may withdraw their motion. If that happens everything stops.

Amendments and Discussion must be germane (relevant) to the Main Motion.

Ways to amend a motion.

There are several different ways to amend a motion:

- Add or insert words (add at the end of the motion, insert in the middle)
- Strike out words
- Strike out words and insert other words in their place
- Substitute (note that this can be challenging. Study Robert's Rules of Order before trying to manage this type of amendment)

There are eight steps to processing ordinary motions in Robert's Rules.

At the right time in the agenda, after the member has been recognized by the chair,

1. A member makes a motion.
2. Another member seconds the motion.
3. The chair states the motion.
4. Members discuss and/or amend the motion.
5. The chair restates the motion and calls for the vote.
6. The members vote on the motion.
7. The chair states the results of the vote, whether the motion passes or fails, and what happens as a result of the vote.
8. The chair states the next item of business.

Key steps in processing motions

- When the chair states the motion in step #3, **that is the official text of the motion**. If a member believes that the chair didn't state the motion as they proposed it, the member should speak up right away and say so.
- Once step #3 has occurred, the motion belongs to the whole group. The person who made the motion has the same rights as anyone else in the group, no more and no less.
- Again, when the chair restates the motion in step #5, **that is the actual text that is being voted on**.