



Do I have to use *Roberts Rules of Order* in my chapter?

Chapter business should be conducted in such a manner that every member can participate and be heard. *Roberts Rules of Order* (which governs all international proceedings per the *Constitution*) is one way to provide structure to your meeting. However, any method that allows business to be conducted in a professional and orderly manner can be used.



13. **Special Orders:** This includes any postponed item which was made a special order for this meeting.
14. **Unfinished Business:** Business postponed or unfinished from a previous meeting. It is not called "old" business.
15. **New Business:** All business items must be introduced by a main motion and require a second. the motion is open for debate, amendment, postponement, etc. After action, the chair takes the vote, announces the result, and states what action will be taken.
16. **Announcements:** Made by the chair or her designee(s). The chair may call for other announcements from the floor.
17. **Program:** A program may be scheduled in the agenda as desired, preferably before or following the business session. The meeting is not turned over to the program chairman. The chair is in command at all times and calls upon the program chairman to present the program. If circumstances make it desirable to move the placement of the program, it may be done by suspending the rules.
18. **Adjournment:** The chair asks if there is further business. If not, she may declare the meeting adjourned. If there is no objection, the chair must entertain a motion and second. The chair states the motion and puts it to vote. It requires a majority. If the motion carries, the chair announces the vote and says. "The meeting is adjourned."

Reference: *Robert's Rules of Order Newly Revised*. 11th Edition. Perseus Publishing, Cambridge, Massachusetts 2000