**School of Professional Studies**

**University of Kansas**

**Simplified Rules of Order for Meetings (Based on Robert’s Rules of Order)**

**Section 1. Guiding Principles**

* Only one topic may be discussed at a time.
* Discussions should remain respectful and focused on the agenda.
* Each person should be given an opportunity to speak before a motion is made to pass, table, or deny an agenda item.
* A chair will be designated to maintain order during committee/council meetings.

**Section 2. Chair Responsibilities**

* The Chair will call the meeting to order.
* The Chair will present each agenda item and open it for discussion
* The Chair has the authority to maintain order during discussions and may intervene to refocus discussion if necessary.

**Section 3. Discussion Process**

* After introducing the agenda item, the Chair will open the floor for discussion.
* Each participant will have the opportunity to speak.
* After all initial contributions, the Chair will ask, "Is there any further discussion?"
* If no additional discussion is offered, the Chair will ask for a motion.

**Section 4. Motions and Voting**

* A motion is required to act on any agenda item.
* A second is necessary to proceed with the motion.
* The Chair will ask if there are any objections.
  + If no objections are raised, the motion will pass by unanimous consent.
  + If there are objections, a vote will be held. Votes will be recorded as "all in favor" or "opposed."

**Section 5. Intervention by the Chair**

* At any time during the discussion, the Chair may intervene, or a member may request the Chair’s intervention, to:
  + Redirect the conversation back to the agenda.
  + Maintain order and civility.
  + Suggest a motion to table the item if the discussion becomes unproductive.

**Section 6. Tabling Items**

* A motion to table an item can be introduced by any member and requires a second.
* If the motion passes, the item will be deferred to the next meeting.

**Section 7. Adjournment**

* Once all agenda items have been discussed, the Chair will request a motion to adjourn the meeting.
* A second is necessary to proceed with the motion.
* The Chair will ask if there are any objections.
  + If no objections are raised, the motion will pass by unanimous consent.
  + If there are objections, a vote will be held. Votes will be recorded as "all in favor" or "opposed."