

Robert's Rules of Order is designed to ensure that everyone has a chance to participate and share ideas in a group setting. In order to prevent barriers to participate, many groups have modified Robert's Rules for their purposes.

Modifications of Robert's Rules for Small Group Meetings

In meetings of 12 people or less, only four motions are typically used:

- To Introduce (a motion)
- To Change a Motion (amend)
- To Adopt (accept a report without discussion)
- To Adjourn (end the meeting)

Bob's Rules (Robert's kinder, gentler sibling)

These are everybody's rules and everyone is responsible for seeing that they are followed.

- Respect other people, their ideas and opinions.
- Do not interrupt others.
- Try to say it in 25 words or less.
- Speak only to the topic at hand.
- No side conversations.
- When an idea has been stated previously and you agree, only speak when you have something new to add.
- Everyone gets a chance to share their opinion before someone speaks again.
- Speaking briefly and staying focused is everyone's responsibility. This will make the meeting run smoothly.