

The "Boardroom Calm" Cheat Sheet

A Simple Guide to Robert's Rules for Small Boards

Governance doesn't have to be complicated. Use these four steps to keep your meetings focused, fair, and efficient.

1. The Life of a Motion

No discussion should happen until a formal proposal is on the table.

1. **The Move:** A member says, "I move that we [action]."
2. **The Second:** Another member says, "Second." (This just means the topic is worth discussing).
3. **The Debate:** The Chair opens the floor. Each person speaks one at a time.
4. **The Vote:** The Chair asks, "All those in favor?" then "All those opposed?"

2. Common Phrases (What to say and when)

If you want to...	Say this...	Does it need a second?
Propose a new idea	"I move that..."	Yes
Change a motion	"I move to amend the motion by..."	Yes
End the debate & vote	"I call the question."	Yes
Take a short break	"I move to recess for [X] minutes."	Yes
Ask a process question	"Point of Information."	No
Correct a rule break	"Point of Order."	No



3. The "PlanZen" Golden Rules for Members

- **Speak to the Chair:** Address your comments to the Chairperson, not directly to another member. This keeps the energy professional and calm.
- **One Topic at a Time:** Stay focused on the current motion. If a new idea pops up, "Park" it for later.
- **Listen First:** Wait for the Chair to recognize you before speaking.

4. The Chairperson's Quick Script

- **To start:** *"The meeting will come to order."*
- **To clarify:** *"Is there a motion to approve the minutes?"*
- **To focus:** *"The motion on the floor is [X]. Please keep comments to this topic."*
- **To close:** *"Hearing no further business, the meeting is adjourned."*

Need more clarity? > PlanZen helps New Zealand non-profits and small businesses cut through the complexity of governance.

Visit: www.planzen.co.nz | **Email:** office@planzen.co.nz