



ASSOCIATION OF BAY AREA GOVERNMENTS  
METROPOLITAN TRANSPORTATION COMMISSION

## *Memorandum*

To: MTC ABAG Community Advisory Council

From: Ky-Nam Miller, Staff Liaison

Date: June 3, 2026

Regarding: Roberts Rules of Order Overview

Council meetings are designed to ensure that everyone's voice can be heard during our meetings. To keep things fair and organized, we use a system based on Robert's Rules of Order. This guide explains the basics so everyone can participate comfortably.

The main goal is to make sure we focus on one thing at a time. This keeps the meeting moving and ensures that the majority can make decisions while the minority still gets to share their opinion.

### How We Make Decisions (The Motion)

If you want the Council to do something, like approve a report, you follow these steps:

1. Ask to Speak: Raise your hand and wait for the Chair to call on you.
2. Make a Motion: Say, "I move that we [state what you want to do]."
3. The Second: Another member must say, "Second." This just means at least two people want to talk about the idea. If no one seconds it, we move on.
4. Discussion: Once there is a second, the Chair opens the floor. This is when you explain why you think the idea is good or bad.
5. The Vote: When the talk is finished, the Chair asks everyone to vote "Yes" or "No."

### Common Actions You Can Take

Here are a few simple phrases you can use during the meeting:

- "I move to amend the motion." Use this if you like the main idea but want to change a few words.
- "Point of Order." Use this if you think a rule is being broken or the meeting is getting off track.

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### Summary Tips

- Wait to be called on before speaking.
- Stay focused on the topic being discussed.
- If you aren't sure what to say, you can always ask the Chair for help on how to phrase your motion.

We are excited to work with you and hear your ideas for the region!

### Additional Resources for Reference

Educational Video:

- [Fundamentals of Parliamentary Procedure - National Conference of State Legislatures \(NCSL\) Video Resource Center](#)

Reference PDFs and Online Guides:

- [The Citizen's Guide to Robert's Rules - Jurassic Parliament](#) (drafted for the state of Washington)
- [Simplified Guide to Parliamentary Procedure - Cornell University](#)
- [Robert's Rules of Order Quick Study Guide - Leadership Institute](#)