

Martha's Rules of Order for House Bill 2235 Workgroup

Key elements of Martha's Rules

- **Agenda:** Meetings are planned around an agenda that is created by the Co-Facilitators and agreed upon by the work group members and is shared in advance with the attendees. The agenda should include specific items and time limits for each. The Co-Facilitators keep the meeting on time. Quorum must be met for meetings to commence. Having clear end times in the agenda enables the meeting to end on time.
- **Proposals:** Proposals for each topic on the agenda are prepared by the individual or group that is sponsoring the proposal. It's shared in advance of the meeting, allowing enough time for participants to absorb the content before the meeting. Ideally, the information provided would include a specific proposal that includes a summary, the full text of the proposal, background information, relevant data, pros and cons, and possible alternatives - as well as a specific recommendation. This saves time because long presentations and reading documents during the meeting are not needed. A good proposal answers most common questions people are likely to have in advance.
- **Member/participant responsibility:** Work-group members are responsible to come to the meeting fully prepared, having read all the materials before the meeting.
- **Proposal sponsor:** Once a person (or group) has sponsored a proposal, they are responsible for it. The group may not discuss or vote on the issue unless the sponsor is present. The sponsor is also responsible for concisely (within short preset time limit in the agenda) presenting the item to the group.
- **Topic Voting:** After the sponsor presents the proposal, a vote is cast for the proposal. The meeting facilitator will conduct a roll call and the participants vote using yes, no or abstaining.
- **Results of vote:** Topic votes that do not meet a majority yes may be further discussed by the workgroup.

adapted from [More Effective Meetings Using Martha's Rules of Order](#), accessed 12/28/2023 at <https://www.humanenetwork.org/resources>