

# Roberts Rules of Order

## Committee Reports

### 1. Handling Committee Reports

- a. A committee's ultimate product is a report to the groups convening authority. Its report must contain its findings, the results of its actions in carrying out the task assigned to it, its recommendations, or all this information.

### 2. Writing Committee Report

- a. Identify it as a report from the committee, not the committee chairman.
- b. Write in the third person.
- c. Identify the committee
- d. Ensure the report is signed by all who concur, or by the chairman alone, if authorized by the committee.
- e. Don't address it or date it.
  - (1. The recipients are the assembly to which it is presented
  - (2. The minutes have the date of the meeting it is presented.
- f. Don't close with "Respectfully Submitted".

### 3. What to do with Reports and Recommendations

- a. Reports are received when they are presented.
  - (1. No motion to receive a report is in order, except
    - (a. When it is desired to receive the report at a specific time or
    - (b. When a report needs to be adopted.
- b. Adopting reports.
  - (1. Informational reports are simply filed once presented.
  - (2. Committee reports that have action items and need to be published as the organizations report needs to be adopted.

### 4. CPOA Procedure during Convention Committee Reports

- a. Convention Committee reports normally have recommendations and or action items
- b. Convention Committee reports given to the Assembly are presented by paragraph with the following procedure.
  - (1. Presenter reads each paragraph and pauses. The assembly will give a "Proceed".
  - (2. After a paragraph is presented and someone stands to request the floor, the presenter will say: "I move this paragraph be adopted". Once the speaker is finished and any amendments or corrections are made, the presenter will be prompted by the Chair to Proceed.
  - (3. End the Committee Report with "I move this report be adopted."
  - (4. Committee reports that have more than one member, carries an automatic second.
  - (5. The report is open for discussion / vote.
  - (6. Copy of report with Original Signature is to be delivered to the Secretary.
- c. Committee Report Format:

\_\_\_\_\_ Convention Committee Report

1. Content of your committee and recommendations numbered accordingly.

At the end of your report:

"I move this report be adopted."

Committee Chair Signature

List Members