

Recall or Reconsider a previously approved item

Last verified by Antlers Library Main on 07-31-2025

To **recall** or **reconsider** an item that was previously approved in a meeting governed by **Robert's Rules of Order** and held under the **Oklahoma Open Meeting Act (OMA)**, you must follow both procedural and legal requirements. Here's how to do it correctly:

✓ STEP-BY-STEP PROCESS:

1. PLACE IT ON THE AGENDA (OMA REQUIREMENT)

Under the **Oklahoma Open Meeting Act**, any business to be acted upon must be **clearly listed on the meeting agenda**. This means:

- You cannot bring up a motion to reconsider or rescind a prior vote unless it is **specifically stated** on the posted agenda.
- The item must be posted **at least 24 hours in advance**, excluding weekends and holidays.

Sample Wording for the Agenda:

"Discussion and possible action to reconsider the [previous action], originally approved on [date], regarding [brief description]."

Or:

"Discussion and possible action to rescind the prior vote taken on [date] concerning [topic]."

2. USE THE CORRECT MOTION (ROBERT'S RULES)

Depending on the timing and intent, use either:

MOTION TO RECONSIDER

- **Timing:** Must be made **at the same meeting** or **next session** (if it's part of a series of meetings—like a monthly board).
- **Who can make it:** Only someone who **voted on the prevailing side** (e.g., voted "yes" if the motion passed).
- **Purpose:** Reopens the vote for further debate and potentially changes the outcome.

MOTION TO RESCIND OR AMEND SOMETHING PREVIOUSLY ADOPTED

- **Timing:** Can be made at **any future meeting** (as long as the action hasn't been executed or relied upon).
- **Who can make it:** **Any member**, regardless of how they voted previously.
- **Voting threshold:** Usually requires a **two-thirds vote**, **majority with notice**, or **majority of entire membership**.

KEY LEGAL NOTE:

- The **agenda must clearly indicate** that the board might **reconsider or rescind** the prior vote. Failing to do so may violate the OMA and result in the action being void.

SAMPLE AGENDA ITEM AND EXPLANATION:

Item 6: Discussion and possible action to reconsider the motion passed on June 10, 2025, approving the purchase of new library software.

- This gives the public notice.
- Allows the board to make a **motion to reconsider** (if within time and by the right person), or a **motion to rescind** (if conditions are met).

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- Debate and revote may then occur, following Robert's Rules.

Would you like a sample script for how the board chair would handle this during a meeting?

Here is a **sample meeting script** a board chair could use to handle the **reconsideration or rescission** of a previously approved item, in compliance with **Robert's Rules of Order** and the **Oklahoma Open Meeting Act**:

Chair's Script for Agenda Item: Reconsider or Rescind

Agenda Item:

"Discussion and possible action to reconsider the motion passed on [June 10, 2025] approving [purchase of library software]."

CHAIR: INTRODUCES THE ITEM

"The next item on the agenda is discussion and possible action to reconsider the motion approved on June 10 regarding the purchase of library software."

OPTION A: MOTION TO RECONSIDER (SAME OR NEXT MEETING, BY SOMEONE WHO VOTED "YES" IF IT PASSED)

"Is there a motion to reconsider that decision?"

Board Member (who voted on the prevailing side):

"I move to reconsider the motion approving the purchase of library software."

Chair:

"A motion to reconsider has been made and seconded. This motion is debatable and requires a majority vote. Discussion is now open."

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(Proceed with debate, then take a vote. If motion to reconsider passes, the original motion is reopened for debate and a new vote.)

OPTION B: MOTION TO RESCIND (ANY FUTURE MEETING, BY ANY MEMBER)

| *"Is there a motion to rescind the prior approval of the library software purchase?"*

  **Board Member:**

| *"I move to rescind the motion passed on June 10 approving the library software purchase."*

 **Chair:**

| *"A motion to rescind has been made and seconded. This motion is debatable and requires either a two-thirds vote, a majority with prior notice, or a majority of the entire board, depending on the circumstances. Discussion is now open."*

(Proceed with debate and vote. If rescinded, the original approval is nullified.)

IF THE MOTION FAILS:

 **Chair:**

| *"The motion to reconsider [or rescind] fails. The original decision stands."*

REMINDER:

Before the meeting, confirm that the action hasn't been implemented yet (e.g., contracts signed or money spent), as **rescinding an action that has already been carried out may not be possible.**