



Robert's Rules Reference Sheet

To:	Say:	Interrupt Speaker?	Second Needed	Debatable	Amendable	Carried by:
Adjourn Meeting	"I move to adjourn."	No	Yes	No	No	Majority Vote
Complain about hearing, comfort, etc.	"Point of privilege..."	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question."	No	Yes	No	No	Majority Vote
Suspend consideration of matter for later in meeting	"I move to table this matter until..."	No	Yes	No	No	2/3 Majority Vote
Postpone a motion to a certain time	"I move to postpone the motion until..."	No	Yes	Yes	Yes	Majority Vote
Amend a Motion	"I move to amend the motion by..."	No	Yes	Yes	Yes	Majority Vote
Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority Vote

The motions and points above are in order of preference. When a motion or point of inquiry is pending, only those listed above the pending point may be raised.

To	Say:	Interrupt Speaker?	Second Needed	Debatable	Amendable	Carried by:
Address any violation of Robert's Rules	"Point of order..."	Yes	No	No	No	Chair
Request information	"Point of inquiry..."	Yes	No	No	No	N/A
Verify a recent voice vote by actual count (prior to next motion only)	"I call for a division."	Yes	No	No	No	Majority Vote
Prevent body from considering an egregious motion	"I object to the consideration of this motion"	Yes	No	No	No	2/3
Consider a suspended matter	"I move to take from the table..."	Yes	Yes	No	No	2/3 Majority Vote
Consider something out of order	"I move to suspend the orders of the day to consider..."	No	Yes	No	No	2/3 Majority Vote
Challenge the decision of the Chair	"I appeal the decision of the Chair"	Yes	Yes	Yes	No	Majority

The motions and points above have no precedence and may be raised in response to any motion or question.

Obtaining and Assigning the Floor

- A member raises their hand (or rises depending on your rules) and waits to be acknowledged
- The Chair recognizes the member by name

Note: it is never proper to raise your hand or rise to be acknowledged while another is speaking. If your point or motion is one that can interrupt the speaker, make your point or motion without waiting for recognition.

Main Motions

You want to propose a new idea or action for the General Body to consider.

- After obtaining the floor, make a main motion.
- Member: “Mr./Madame Chairman, I move that _____.”

How the Motion is Brought Before the General Body

- The member makes the motion: “I move that (or “to”) ... and resumes his/her seat.
- Another member seconds the motion: “I second the motion,” or “second.”
- The chair states the motion: “It has been moved and seconded that...are you ready for the question?”

Consideration of the Motion

- Members can debate main motions before the question is voted on or otherwise decided.
- Before speaking in debate, members must obtain the floor from the Chair.
- The maker of the motion has first right to debate the motion.
- Debates can be closed only by order of the body (2/3 vote) or by the Chair if no one seeks the floor for further debate.

The Chair Puts the Motion to a Vote

- The Chair asks: “Are you ready for the question?”
- If no one seeks the floor, the Chair proceeds to take the vote.
- The Chair says: “The motion on the floor is...all those in favor say ‘Aye’. (Pause for Response.) Those opposed, say ‘Nay’. (Pause for Response.) Any abstentions? (Pause for Response.)”
- Depending on the method of vote (hand vote, voice vote, roll-call vote) the Chair will announce the result of the vote.
 - “The ayes have it and the motion carries.” Or “the nays have it and the motion fails.”

Amending a Motion

You want to change some of the wording of a motion that is being discussed.

- After recognition, *“Mr./Madame Chairman, I move that the motion be amended by adding the following words _____.”*
- After recognition, *“Mr./Madame Chairman, I move that the motion be amended by striking out the following words _____.”*
- After recognition, *“Mr./Madame Chairman, I move that the motion be amended by striking out the following words _____, and adding _____ in their place.”*

Referring a Motion to a Committee

You feel that the proposal being discussed is not ready to be voted on and requires more detail and thought from a committee or is not necessary to require the entire membership.

- After recognition, *“Mr./Madame Chairman, I move that the question be referred to the _____ committee for further discussion.”*

Limit Debate

You think that discussion is getting lengthy but want to give reasonable time to discuss the question.

- After recognition, *“Mr./Madame Chairman, I move to limit debate to five minutes.”*

Call the Previous Question

You think the discussion has gone on too long and want to stop and put the question to a vote.

- After recognition, *“Mr./Madame Chairman, I move the previous question.”*

Postpone Indefinitely

You want to kill the motion that is being discussed.

- After recognition, *“Mr./Madame Chairman, I move to postpone the question indefinitely.”*

Withdraw a Motion

You made a motion and after discussion, wish to rescind it.

- After recognition, *“Mr./Madame Chairman, I ask permission to withdraw my motion.”*