

ROBERTS RULES CHEAT SHEET

| To: | You say: | Interrupt Speaker | Second Needed | Debatable | Amendable | Vote Needed |
|--|--|-------------------|---------------|-----------|-----------|---------------|
| Adjourn | "I move that we adjourn" | No | Yes | No | No | Majority |
| Recess | "I move that we recess until..." | No | Yes | No | Yes | Majority |
| Complain about noise, room temp., etc. | "Point of privilege" | Yes | No | No | No | Chair Decides |
| Suspend further consideration of something | "I move that we table it" | No | Yes | No | No | Majority |
| End debate | "I move the previous question" | No | Yes | No | No | 2/3 |
| Postpone consideration of something | "I move we postpone this matter until..." | No | Yes | Yes | Yes | Majority |
| Amend a motion | "I move that this motion be amended by..." | No | Yes | Yes | Yes | Majority |
| Introduce business (a primary motion) | "I move that..." | No | Yes | Yes | Yes | Majority |

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

| To: | You say: | Interrupt Speaker | Second Needed | Debatable | Amendable | Vote Needed |
|--|---|--------------------------------|---------------|---------------------------------------|-----------|-----------------------------|
| Object to procedure or personal affront | "Point of order" | Yes | No | No | No | Chair decides |
| Request information | "Point of information" | Yes | No | No | No | None |
| Ask for vote by actual count to verify voice vote | "I call for a division of the house" | Must be done before new motion | No | No | No | None unless someone objects |
| Object to considering some undiplomatic or improper matter | "I object to consideration of this question" | Yes | No | No | No | 2/3 |
| Take up matter previously tabled | "I move we take from the table..." | Yes | Yes | No | No | Majority |
| Reconsider something already disposed of | "I move we now (or later) reconsider our action relative to..." | Yes | Yes | Only if original motion was debatable | No | Majority |
| Consider something out of its scheduled order | "I move we suspend the rules and consider..." | No | Yes | No | No | 2/3 |
| Vote on a ruling by the Chair | "I appeal the Chair's decision" | Yes | Yes | Yes | No | Majority |

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

| Quick Reference | | | | | |
|--------------------------|------------------|---------------------|----------------|-----------------------------|----------------------------------|
| | Must Be Seconded | Open for Discussion | Can be Amended | Vote Count Required to Pass | May Be Reconsidered or Rescinded |
| Main Motion | √ | √ | √ | Majority | √ |
| Amend Motion | √ | √ | | Majority | √ |
| Kill a Motion | √ | | | Majority | √ |
| Limit Debate | √ | | √ | 2/3 rd s | √ |
| Close Discussion | √ | | | 2/3 rd s | √ |
| Recess | √ | | √ | Majority | |
| Adjourn (End meeting) | √ | | | Majority | |
| Refer to Committee | √ | √ | √ | Majority | √ |
| Postpone to a later time | √ | √ | √ | Majority | √ |
| Table | √ | | | Majority | |
| Postpone Indefinitely | √ | √ | √ | Majority | √ |

Note: Suspension of the rules, does not suspend - US Constitution, US Federal Laws, State Laws, State Administrative Rules, County Ordinances, Local Ordinances, Organizational Constitution or Bylaws, rather if at the beginning of a meeting the organization adopted rules for the meeting, it is those rules you can make a motion to consider suspending.

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the chair of the meeting, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

- 1) **You want to bring up a new idea before the group.** After recognition by the chair of the meeting, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.
- 2) **You want to change some of the wording in a motion under consideration.** After recognition by the chair of the meeting, move to amend by adding words, striking words or striking and inserting words. It must be seconded, then voted upon, then if approved, then a return to consideration of first motion with the changes.
- 3) **You want more study and/or investigation given to the idea being discussed.** Move to refer to a committee. Try to be specific as to the charge to the committee.
- 4) **You want more time personally to study the proposal being discussed.** Move to postpone to a definite time, date, or next meeting.
- 5) **You have heard enough discussion.** Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3rds vote.
- 6) **You want to postpone a motion until some later time.** Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3rds vote. A majority is required to table a motion without killing it.
- 7) **You want to take a short break.** Move to recess for a set period of time.
- 8) **You want to end the meeting.** Move to adjourn. (Motion is not debatable, if it passes the meeting is done...)
- 9) **You are unsure the chair of the meeting announced the results of a vote correctly.** Without being recognized, call for a “division of the house.” A roll call vote will then be taken.
- 10) **You are confused about a procedure being used and want clarification.** Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The chair of the meeting will ask you to state your question and will attempt to clarify the situation.
- 11) **You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.** Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.
- 12) **Unanimous Consent:** If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the chair of the meeting will repeat the request and then pause for objections. If none are heard, the motion passes.

You may INTERRUPT a speaker for these reasons only:

- a) to get information about business –point of information to get information about rules– “**Parliamentary inquiry**”
- b) if you can't hear, safety reasons, comfort, etc. – “**Question of privilege**”
- c) if you see a breach of the rules – “**Point of order**”
- d) if you disagree with the chair of the meeting's ruling – “**Appeal the ruling of the chair**”
- e) if you disagree with a call for Unanimous Consent – “**Objection**”