

Roberts Rules of Order–Crib sheet

For General Meetings or Committee Meetings

Note: Before business can be conducted using motions or voting, the President or Chair must determine and declare if a quorum is present.

Procedure and what to say	Commentary
1. Make a motion—“I move to...”	Any member who wants to make a motion must request the floor—and be granted it—before speaking. After being recognized by the President, any member can introduce a motion to propose an action or make a decision when no other motion is on the table. A motion requires a second.
2. Second— “I second the motion.”	Another member must second the motion. A second is required for the motion to go to the floor for discussion, or consideration. If there is no second, the matter is not considered and “dies for lack of a second.”
3. Restate motion	The President/Chair restates the motion.
4. Discussion	The members debate the motion.
a) Obvious agreement—“If there is no objection, we will adopt the motion to...”	If the members are in obvious agreement, the President/Chair may save time by re-stating the motion. Then wait for any objections. Then say, “Hearing no objections, (state the motion) is adopted” and state any instructions.
b) Unanimous consent—“I request unanimous consent to...”	If a matter is considered relatively minor or opposition is not expected. If the request is made by others, the President/Chair will repeat the request and then pause for objections. If none are heard, the motion passes.
c) Limit debate—“I move to limit debate to...”	Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3rds vote.
d) Amend a motion—“I move to amend the motion on the floor by (add or strike words or both)”	You want to change some of the wording in a motion under discussion. This motion must be seconded and voted upon. After recognition by the President, move to amend by adding words, striking words or striking and inserting words.
e) Refer to a committee—“I move to refer this matter to the ____ Committee...”	Members use this type of motion to transfer a motion to a committee. As with other types of motions, it must be seconded and voted upon. Try to be specific as to the charge to the committee. Once it moves to a committee, the committee presents a report on the committed motion at the next meeting.
f) Postpone motion—“I move to postpone the matter until...”	Move to postpone or table to a definite time or date to study its impact.
g) Discussion drifting away—“I call for orders of the day.”	To bring debate back to the main point of the motion.
h) Move to close the debate—“I call the question”	A member can move to end a debate or discussion. The motion must be seconded and voted upon without further discussion and requires a two-thirds majority vote to pass. At this point, the members must immediately vote on the motion on the floor.
5. Vote	The President/Chair restates the motion, and then first asks for affirmative votes (“All in favor”), and then negative votes (“All who object”). The motion passes by a simple majority, based on the rules in the bylaws.
a) Announce the vote	The President/Chair announces the result of the vote and any instructions.

b) Unsure of announced vote—"I call for a division of the house."	Unsure if the President/Chair has announced the results of the vote correctly, a member without being recognized can make this call. A roll call vote will then be taken.
6. Any confusion or unclarity?	If there is confusion or need for clarification.
a) Request further information—"Point of Information."	Without recognition, a member may state they want more information on a motion. The President/Chair will ask you to state your question and will attempt to clarify the situation.
b) Object to procedure—"Point of Order."	A member draws attention to a breach of rules, practices, or improper procedures.
c) Ask for clarification—"Point of Inquiry."	A member may use a point of inquiry to ask for clarification in a report to make better voting decisions.

Additional actions

Point of Personal Privilege – “Point of personal privilege.” A member may use a point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member’s conduct.

Move to reconsider – “I move to reconsider our action to...” A member changes their mind about something that was voted on earlier in the meeting. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

Move to rescind – “I move to rescind...” A member wants to change an action voted on at an earlier meeting. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3rds vote is required.

Recess – “I move that we recess until...” Move to recess for a set period of time.

Move to adjourn – “I move to adjourn the meeting.” This refers to moving to end the meeting. A member makes the motion, and another member would second the motion. If the majority then votes to adjourn, the meeting is over.

Guiding Principles:

- Only one thing (motion) can be discussed at a time.
- The President/Chair cannot make a motion but can entertain a motion.
- You may interrupt a speaker for these reasons only:
 - To get information about business –“point of information” to get information about rules, aka a parliamentary inquiry
 - If you can't hear, safety reasons, comfort, etc. – “point of personal privilege”
 - If you see a breach of the rules – “point of order”
 - If you disagree with the President’s ruling – “appeal”
 - If you disagree with a call for Unanimous Consent – “object”