



Roberts Rules Cheat Sheet

COMMON MOTIONS AND POINTS IN ORDER OF PRECEDENCE

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.

MOTIONS AND POINTS WITH NO ORDER OF PREFERENCE

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
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority

TO:	YOU SAY:	INTERRUPT SPEAKER	SECOND NEEDED	DEBATABLE	AMENDABLE	VOTE NEEDED
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 some-one objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question."	Yes	No	No	No	2/3
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).

PROCEDURE FOR HANDLING A MAIN MOTION

Nothing may go to a discussion without a motion being on the floor.

OBTAINING AND ASSIGNING THE FLOOR

- A member raises their hand when no one else has the floor.
- The chair recognizes the member by name.

HOW THE MOTION IS BROUGHT BEFORE THE ASSEMBLY

- The member makes a motion: "I move that (or to)..." and resumes their seat.
- Another member seconds the motion: "I second the motion" or "I second it" or "Second"
- The chair states the motion: "It is moved and seconded that...[list motion]. Are you ready for the question?"

CONSIDERATION OF THE MOTION

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if they claim it properly.
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

THE CHAIR PUTS THE MOTION TO A VOTE

1. The chair asks: "Are you ready for the question?" If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: "The question is on the adoption of the motion that [list motion]. As many as are in favor, say 'Aye.' [Pause for response] Those opposed, say 'Nay.' [Pause for response] Those abstained, please say 'Aye.' [Pause for response]"

THE CHAIR ANNOUNCES THE RESULT OF THE VOTE

- "The ayes have it, the motion carries, and [indicating the effect of the vote]" or
- "The nays have it, and the motion fails."

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Mister President, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed, for example:

- After recognition, say "Mister Chairman, I move that the motion be amended by adding the following words: _____."
- After recognition, say "Mister Chairman, I move that the motion be amended by striking the following words: _____."
- After recognition, say "Mister Chairman, I move that the motion be amended by striking the following words _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, say "Mister President, I move that the question be referred to a committee made up of members Smith, Jones, and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, say "Mister Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, say "Mister President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, say "Mister Chairman, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, say “Mister President, I move to postpone the question indefinitely.”

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, say “Mister Chairman, I move to postpone the motion indefinitely.”

RECESS

You want to take a break for awhile.

- After recognition, say “Mister President, I move to recess for ten minutes.”

ADJOURNMENT

You want the meeting to end.

- After recognition, say “Mister Chairman, I move to adjourn.”

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, regret that you made it.

- After recognition, say “Mister President, I ask permission to withdraw my motion.”

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, say “Call for orders of the day.”

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, say “Mister President, I move to suspend the rules and move item 5 to position 2.”

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing, or some other complaint or need (ex. room temperature)

- Without recognition, say “Point of privilege.”
- Chairman should respond “State your point.”
- You respond with “There is too much noise, I can’t hear” or your other concern.

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also, you want to keep out visitors and media or the press.

- After recognition, say “Mister Chairman, I move that we go into a committee of the whole.”

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, say “I rise to a point of order” or “Point of order.”

POINT OF INFORMATION

You are wondering about some of the facts under discussions, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, say “Point of information.”

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, say “Point of parliamentary inquiry.”

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, say “I appeal from the decision of the chair.”

RULES CLASSIFICATION AND REQUIREMENTS

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as prroved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice and 2/3 vote, or a majority of the entire membership	2/3 vote
Standing Rules	Majority vote	Can be suspended for session by
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote