

## ROBERTS RULES of ORDER - PODIUM 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 (time or day)"	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of a motion	"I move that we table <u>(motion)</u> ."	No	Yes	No	No	Majority
End debate before the natural conclusion by the chair	"I move the previous question" or "I call the question"	No	Yes	No	No	2/3 (66.7%)
Postpone consideration of a motion	"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" or "Division!"	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" or "I challenge the ruling of the Chair"	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). \*see procedure and glossary.

## PROCEDURE FOR HANDLING A MAIN MOTION

**NOTE:** *Nothing* goes to discussion without a motion being on the floor in formal business meetings. Under small group meeting rules, some discussion can occur, which serves to clarify what the business motions of the group/board may be before members so move.

### Obtaining and assigning the floor

A member raises 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 the motion: *I move that (or "to") ...* and resumes her/his 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: \_\_\_\_\_.*

### Consideration of the Motion

- i. Members can debate the motion.
- ii. The chair may propose a limit on debate in advance ("we will hear three speakers each, pro and con, for one minute apiece") and put it to the body for a decision. If the body adopts the motion to limit debate, it functions as
- iii. Before speaking in debate, members obtain the floor.
- iv. The maker of the motion has first right to the floor if he claims it properly
- v. Debate must be confined to the merits of the motion.
- vi. 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

- The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
- The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.)* The voice vote is not definitive. *Those abstaining please say 'Aye' or please raise your credential.*

### 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*
- *The vote is tied, and thus for want of a majority, the vote fails*

### WHEN DEBATING YOUR MOTIONS

- a. **Listen** to the other side
- b. Focus on **issues**, not personalities
- c. Avoid questioning motives, stick to debating the **policy**
- d. Be **gracious** and **polite** to each other

## 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: "Madam Chair, I move that \_\_\_\_\_."

### AMENDING A MOTION

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

- After recognition, "Madam Chair, I move that the motion be amended by adding the following words\_ ."
- After recognition, "Mr. Chair, I move that the motion be amended by striking out the following words\_ ."
- After recognition, "Madam President, I move that the motion be amended by striking out the following words, \_\_\_\_\_, and replacing with the following words \_\_\_\_\_."

### PERMISSION TO WITHDRAW A MOTION

***You have made a motion and before the chair has stated the question, are sorry you made it. If seconded, the seconder must also withdraw.***

- After recognition, "Mr. Chair, I ask permission to withdraw my motion."

### REFER TO A COMMITTEE

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

- After recognition, "Madam Chair, I move that the question be referred to a committee made up of members Wilson, Nikombe, Sakahara, and Rodriguez."

### 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, "Mr. President, I move to postpone the question until the next regular meeting on June 18th."

### PREVIOUS QUESTION

***You think discussion has gone on for too long and you want to stop the discussion and vote.*** Note: this motion is NOT required to close debate. The chair is tasked with closing debate at a reasonable time. This motion should only be used if you wish to end debate immediately.

- After recognition, "Madam President, I move the previous question."
- The motion to close debate *must itself be voted upon*. You cannot simply end debate by shouting "Question!" or stating "I call for the question."
- Think carefully about whether you are attempting to cut off the debate of members who should be heard.

### LIMIT DEBATE

***You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question or you wish to limit debate from the start.***

- After recognition, "Mr. President, I move to limit discussion to one minute per speaker."
- Alternatively, at the beginning of "Madam Chair, I move to limit debate to two speakers pro and con, for up to two minutes each."
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### POSTPONE INDEFINITELY

***You want to kill a motion that is being discussed without having to directly vote on the motion.***

- After recognition, "Madam Chair, I move to postpone the question indefinitely."

## RECESS

***You want to take a break for a while.***

- After recognition, "Mr. Moderator, I move to recess for ten minutes."

## ADJOURNMENT

***You want the meeting to end.***

- After recognition, "Madam Chair, I move to adjourn."

## FRIENDLY AMENDMENT

***You have made a motion and the chair has stated the motion. Now you would like to informally change the motion before it is voted upon.***

- You cannot do this. *There is no such thing as a "friendly" amendment.*
- Once your motion was seconded and the question stated by the chair, the motion no longer belongs to you, but belongs to the body. Only a vote of the assembly can amend the motion at that point.

## CALL FOR ORDERS OF THE DAY

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

- Without recognition, "Call for orders of the day."

## SUSPENDING THE RULES

The standing, operating, and special rules, or the rules contained within the parliamentary authority (in our case Robert's Rules) may be suspended with a 2/3rds vote. There are many possibilities. Here are two:

***Scenario 1: 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, "Madam Chair, I move to suspend the rules and move item 5 to position 2."

***Scenario 2: The endorsement standing rules require a written ballot for every race, but in one race there is only one candidate running, and the person is a popular incumbent previously endorsed. A written ballot seems unnecessary and time-consuming as the results are foregone conclusion.***

- After recognition, "Mr. President, I move to suspend the rules and decide the state Senate endorsement on a voice vote of the body."

## COMMITTEE OF THE WHOLE

***You are going to propose a question that is best discussed informally, without the usual limitations on each speaker speaking only once to a question, or back and forth exchanges.***

- After recognition, "Mr. Chair, I move that we go into a committee of the whole for 15 minutes to hash out the details of who is volunteering in our booth for which tasks at the Pioneer Days street fair."

## POINT OF PERSONAL PRIVILEGE

***The room has become very warm and uncomfortable, or another condition is making focus on the meeting agenda items difficult.***

- Without recognition, "Point of personal privilege."
- Chair: "State your point."
- Member: "The room is extremely warm. Can we open a window?"

**POINT OF ORDER**

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

- Without recognition, "I rise to a point of order," or "Point of order."
- Chair: "State your point."
- Member: "We need to vote on the amendment before we proceed to the main motion."

**POINT OF INFORMATION**

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

- Without recognition, "Point of information."
- Chair: "State your point."
- Member: "We are discussing a large outlay of funds. What is the current balance in the treasury savings account?"

**POINT OF PARLIAMENTARY INQUIRY**

*You are confused about some of the parliamentary rules.*

- Without recognition, "Point of parliamentary inquiry."
- Chair: "State your point."
- Member: "Would a motion to amend the budget before adoption be in order?"

**APPEAL FROM THE DECISION OF THE CHAIR**

*When you believe the chair has ruled improperly, under the existing bylaws and rules of the body.*

- Without recognition, "I appeal from the decision of the chair."
- Or, less graciously, "I challenge the ruling of the chair."

**Rule Classification and Requirements**

<b>Class of Rule</b>	<b>Requirements to Adopt</b>	<b>Requirements to Suspend</b>
Statute or Administrative Rule	As provided by law or governing authority	Cannot be suspended
Charter or organizational Constitution	Adopted by majority vote of membership	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Standard or Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote