

CHEAT SHEET FOR MOTIONS - ROBERT'S RULES OF ORDER

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MAIN MOTIONS	WHAT IS IT?	HOW TO SAY IT?	SECOND	DEBATE	AMEND	VOTE
Main	Used to present new business	"I move that we accept the minutes..."	Yes	Yes	Yes	Majority
SUBSIDIARY MOTIONS	WHAT IS IT?	HOW TO SAY IT?	SECOND	DEBATE	AMEND	VOTE
Amend	Changes a pending motion	"I move to amend the pending motion by adding the words..."	Yes	Yes, if motion to amend is debatable	Yes	Majority
Lay on the table	Place a motion on table so group can deal with more pressing issue	"I move to lay the motion on the table."	Yes	No	No	Majority
Limit or Extend Debate	To limit or extend debate; put a time limit on a particular motion	"I move to limit debate to five minutes per person."	Yes	No	Yes	2/3's
Postpone Definitely	Used to postpone action on a motion until later date and/or more information is obtained	"I move to postpone the pending motion until we hear the committee's report."	Yes	Yes	Yes	Majority
Postpone Indefinitely	Used to kill a motion	"I move that we postpone the pending motion indefinitely."	Yes	Yes	No	Majority
Previous Question	Ends debate; calls for vote	"I move the previous question."	Yes	No	No	2/3's
Refer to a Committee	Sends the issue to a committee	"I move to refer the issue to a committee."	Yes	Yes	Yes	Majority
MOTIONS TO RECONSIDER	WHAT IS IT?	HOW TO SAY IT?	SECOND	DEBATE	AMEND	VOTE
Reconsider	To reconsider the vote on the motion	"I move to reconsider the motion."	Yes	Sometimes	No	Majority
Take from the Table	To reconsider a previous motion	"I move to take from the table..."	Yes	No	No	Majority

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PRIVILEGED MOTIONS	WHAT IS IT?	HOW TO SAY IT?	SECOND	DEBATE	AMEND	VOTE
Call for Orders of the Day	Makes the group conform to the agenda	"I call for orders of the day."	No	No	No	No vote unless 2/3's members vote to set aside agenda
Raise a Question of Privilege	Member makes a request regarding an immediate issue - such as being unable to hear speaker	"I raise to a question of privilege." (After being acknowledged the member states the problem.)	No	No	No	Chair rules
Recess	Used to take a short break	"I move to take a 15 minute recess."	Yes	No	Yes	Majority
Adjourn	To end the meeting immediately	"I move to adjourn."	Yes	No	No	Majority
INCIDENTAL MOTIONS	WHAT IS IT?	HOW TO SAY IT?	SECOND	DEBATE	AMEND	VOTE
Appeal the Rule of the Chair	Used when member disagrees with chair's decision	"I appeal the decision of the chair."	Yes	Yes	No	Majority
Division of the Assembly	Used when vote results are in doubt	"I call for a division."	No	No	No	Vote retaken
Division of the Question	Used to separate a main motion into different parts	"I move to divide the motion into two parts as follows..."	Yes	No	Yes	Majority
Point of Order	Used to remind chair of the bylaws or rules of order	"I rise to a point of order." (After being acknowledged the member states the issue.)	No	No	No	Chair rules
Suspend the Rules	To set aside a rule of the group	"I move to suspend the rules."	Yes	No	No	2/3's