

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amenable	Vote Needed
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
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
Object to procedure	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 Objection

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.

Typical Motions:

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 need to speak more than once.
After recognition, "Brother President, 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, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION: You are wondering about some of the facts under discussion.
Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY: You are confused about some of the parliamentary rules.
Without recognition, "Point of parliamentary inquiry."

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, "Brother President, I move to limit discussion to two minutes per speaker."

REFER TO A COMMITTEE: You feel that an idea or proposal being discussed needs more study and investigation.
After recognition, "Brother President, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

Typical Motions Continued:

AMENDING A MOTION: You want to change some of the wording that is being discussed.

After recognition, "Brother President, I move that the motion be amended by adding the following words _____."

After recognition, "Brother President, I move that the motion be amended by striking out the following words _____."

After recognition, "Brother President, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

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 he claims 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.

RECESS: You want to take a break for a while.

After recognition, "Brother President, I move to recess for ten minutes."

WHEN DEBATING YOUR MOTIONS:

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