

Summary of Robert's Rules

MOTION	REMARKS	PHRASING	SECOND	DEBATABLE	AMENDABLE	VOTE
Main		I move that the ExCom...(note specific action)	Yes	Yes	Yes	Majority*
Amendment		I move to amend the pending Motion by striking out or inserting the following words	Yes	Yes, if motion to be amended is debatable	Yes	Majority*
Amendment to an Amendment		I move to amend the pending Amendment by striking out or inserting the following words	Yes	Yes, if motion to be amended is debatable	No	Majority*
Substitute		I move to substitute the following for the Motion pending	Yes	Yes	Yes	Majority*
Postpone to a Definite Time	Should be used to readdress Motion at a specific time	I move that the pending Motion be postponed until (note time)	Yes	Yes	Yes	Majority*
Postpone Indefinitely	Can be used to "kill" a Motion	I move to postpone indefinitely	Yes	Yes	No	Majority*
Refer to a Committee	Standing or Ad Hoc (can be appointed at any time)	I move to refer the issue to a committee	Yes	Yes	Yes	Majority*
Leave to Withdraw	Only used by maker of Motion	I ask permission to withdraw the Motion	Yes	No	No	Majority*
Division of Question	Used to consider multiple aspects of a Motion one at a time or in seriatim	I call for a Division of the question	Yes	No	Yes	Majority*
Division of Assembly	Request for verification of a voting result	I call for a Division	No	No	No	None required
Secret Ballot		I move we take this vote by secret ballot	Yes	No	Yes	Majority*
Minutes, Budget	Reports from board Officers	Chair moves to accept the minutes, budget, etc.	No	Yes	For Corrections	Majority*
From Committee	Reports from board committees	Chair moves to accept the Committee's report & motion(s)	No	Yes	For Corrections	Majority*

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Lay on the Table (Table)	When used to “kill” a Motion, Chair can rule it out of order. As part of Motion, maker may state time he/she intends to take item from the table during remainder of the meeting or the next meeting	I move to table the Motion	Yes	No	No	Majority*
Take from the Table	At current or next meeting only	I move to take from the table the Motion relating to...	Yes	No	No	Majority*
Previous Question	Used to stop debate	I move the previous question or I call the question	Yes	No	No	Two-thirds
Parliamentary Inquiry	Response from Chair or Parliamentarian	I rise for Parliamentary inquiry...(note reason)	No	No	No	None required
Point of Order	Used to remind or question Chair on Bylaws, rules of order, etc. Chair may seek advice.	I rise to a point of order (await recognition from Chair, state reasoning)	Yes	No	No	Chair rules
Appeal	Chair should state reason for decision. Vote is to uphold Chair's decision	I appeal from the decision of the Chair	Yes	Yes	No	Majority* (of neg. votes to overturn)
Open/Close Nominations	(Second is not required when nominations come from a committee)	I move we open/close nominations. I nominate...(note reason)	Maybe	No	Yes, in terms of time only	Majority*
Reconsider	At same meeting only	Having voted on the prevailing side, I move to reconsider...	Yes	Yes, if Motion is debatable	No	Majority*
Rescind	Used at subsequent meeting	Note reason ... Therefore, I move to rescind the Motion	Yes	Yes	Yes	Two-thirds
Adjourn		I move to adjourn... (note reason)	Yes	No	No	Majority*

* Majority refers to those present