**Robert’s Rules of Order**

**Helpful Tips**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| To Do This | You Say This | May you  Interrupt  Speaker? | Do you  Need a  Second? | Is it  debatable? | Can it be  Amended? | What vote  Is needed? | Can it be  Reconsidered? |
| Adjourn meeting | “I move that we adjourn” | NO | YES | NO | NO | Majority | NO |
| Call an intermission | “I move that we recess for..” | NO | YES | NO | YES | Majority | NO |
| Complain about heat, noise, etc. | “I rise to a question of privilege” | YES | NO | NO | NO | No Vote | NO |
| Temporarily suspend consideration of the issue | “I move to table the motion” | NO | YES | NO | NO | Majority | NO |
| End debate and amendments | “I move the previous question” | NO | YES | NO | NO | 2/3 | YES |
| Postpone discussion for a certain time | “I move to postpone the discussion until…” | NO | YES | YES | YES | Majority | YES |
| Give closer study of something | “I move to refer the matter to committee” | NO | YES | YES | YES | Majority | YES |
| Amend a motion | “I move to amend the motion by…” | NO | YES | YES | YES | Majority | YES |
| Introduce business | “I move that…” | NO | YES | YES | YES | Majority | YES |

The motions listed above are in order of precedence….Below there is no order…

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Protest breach of rules or conduct | “I rise to a point of order.” | YES | NO | NO | NO | **No Vote** | NO |
| If you feel there is consent | “I call for consent” or “Consent” | YES | NO | NO | No Vote | Unanimous | NO |
| Avoid considering an improper matter | “I object to consideration of this motion” | YES | NO | NO | NO | 2/3 | YES |
| Move to vote | “I call for a question” or “Question” | YES | YES | NO | NO | No Vote | NO |
| Request information | “Point of information” | YES | NO | NO | NO | No Vote | NO |
| Take up a matter previously tabled | “I move to take from the table…” | NO | YES | NO | NO | Majority | NO |
| Reconsider a hasty action | “I move to reconsider the vote on…” | YES | YES | YES | NO | Majority | NO |

***Please remember to:***

|  |  |
| --- | --- |
| 1. ***Enter into the discussion ENTHUSIASTICALLY*** | 1. ***CONFINE your discussion to the topic..*** |
| 1. ***LISTEN ALERTLY and take ACCURATE notes.*** | 1. ***Provide constructive FEEDBACK & RECEIVE it appropriately.*** |
| 1. ***APPRECIATE the other person’s point of view.*** | 1. ***BE PROMPT and REGULAR in attendance.*** |