

## Robert's Rules of Order very briefly / How a motion is Brought before the Assembly

- The member makes a motion.
- Another member seconds the motion. Motions coming out of a committee need not be seconded.
- The chair re-states the motion.

### Considerations 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.
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.

The chair puts the option to vote, restating the motion with any friendly amendments. The chair decides if the vote is to be aloud or on paper and assigns two members to count paper ballots. The chair announces the result of the vote.

### WHEN DEBATING ANY MOTIONS

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

You may want to do one of the following. Unless it is bolded, wait to be recognized by the chair before speaking.

**REFER TO A COMMITTEE:** If you feel that the idea or proposal being discussed needs more study and investigation, you may move that to be "referred to X committee or Task Force."

**AMEND A MOTION:** If you have a friendly word to change to offer, you may "offer a friendly amendment."

**POSTPONE DEFINITELY:** If 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, you may move to "postpone definitely" (and name a proposed new time).

**STOP DEBATING AND VOTE:** If you think discussion has gone on for too long and you want to stop discussions and vote, you may "move the previous question," to stop debate, but unless 2/3 agree with you, debate will continue.

**LIMIT DEBATE:** If you think the discussion is getting long, but you want to give a reasonable length of time for considerations of the question, you may "move to limit discussions to two minutes per speaker." The chair may so move from the beginning of the meeting.

**POSTPONE INDEFINITELY:** If you want to kill a motion that is being discussed, you may move to "postpone indefinitely."

**RECESS:** If you want to take a break for a while, you may "move for a ten-minute recess."

**ADJOURNMENT:** If you want the meeting to end, you may move to "adjourn the meeting."

**PERMISSION TO WITHDRAW A MOTION:** If you have made a motion and after discussion you are sorry you made it, you may "move to withdraw" the motion.

**"CALL FOR ORDERS OF THE DAY":** If you feel that the agenda has been abandoned, you may say this.

**"POINT OF PERSONAL PRIVILEGE":** If the room is too noisy, cold, hot, flooded, or on fire, and you want the chair to stop the meeting to fix that issue, you may say this.

**"POINT OF ORDER":** If the meeting is not following proper rules, you may say this.

**"POINT OF INFORMATION":** If you need to know something -- such as the balance in the treasury or the exact wording of the By Laws -- before you vote or make a decision, you may use this.

**"POINT OF PARLIAMENTARY INQUIRY":** If you are confused by parliamentary procedure, you may say this.

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..."	No	Yes	No	Yes	Majority
Complain about noise, room temp, etc.	"Point of privilege:	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End Debate	"I move to the previous question"	No	Yes	Yes	Yes	Majority
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion-friendly, only, please	"I move that this motion be amended:	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 of them is pending, you may not introduce another that is listed below it, but you may introduce another that is listed above it.

To:	You Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
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 a voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Take up matter previously tabled / postponed	"I move to take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already voted on in that meeting	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	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"	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).

These rules were borrowed from the University of North Carolina.