

ROBERT'S RULES CHEAT SHEET



WHAT IS PARLIAMENTARY PROCEDURE?

Parliamentary procedure refers to business meeting rules that enable an organization to make decisions in an orderly, compliant, efficient, and fair manner.

WHAT IS ROBERT'S RULES?

Robert's Rules of Order, Newly Revised is the world's most well-known set of parliamentary procedure rules.

HOW CAN THE CHAIR LEAD A MEETING SUCCESSFULLY?

- Draft an agenda that reflects strategic priorities.
- Follow the six-step motion-making process.
- Protect each member's right to be informed, discuss, and vote.
- Honor established debate limits.
- Convey impartiality and treat all members with respect.
- Keep the meeting on track—follow the published agenda.



HOW DOES A GROUP MAKE OFFICIAL DECISIONS?

A group takes action by proposing motions, discussing them, and then voting on them. Every motion follows the same six-step lifecycle.

1 | Be Recognized

SAY THIS → Member A: "Mr./Madame President?"
Chair: "The Chair recognizes Member A."

2 | Make a Motion

SAY THIS → Member A: "I move that we organize an event in March to raise awareness and funds for our capital campaign."

3 | Second the Motion

SAY THIS → Member B: "Second."

The second is impromptu. The chair doesn't have to invite it by asking, "Is there a second?" Nor does the member making the second have to be recognized.

4 | Repeat the Motion

SAY THIS → Chair: "It has been moved and seconded that we organize an event in March to raise awareness and funds for our capital campaign."

5 | Discuss the Motion

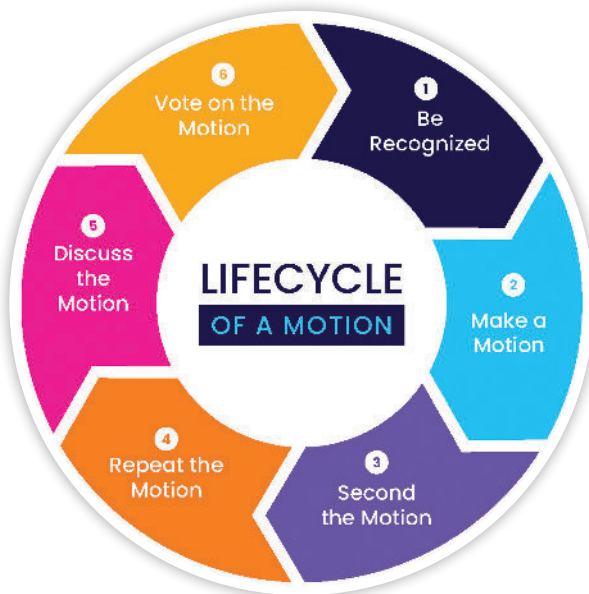
SAY THIS → Chair: "Is there any discussion?"

6 | Vote on the Motion

SAY THIS → Chair: "If there is no further discussion, we will take a vote."

"All those in favor of organizing an event in March to raise awareness and funds for our capital campaign, say, 'aye.' All those opposed, say, 'no.'"

"The 'ayes' have it, and the motion is adopted. We will organize an event in March to raise awareness and funds for our capital campaign."

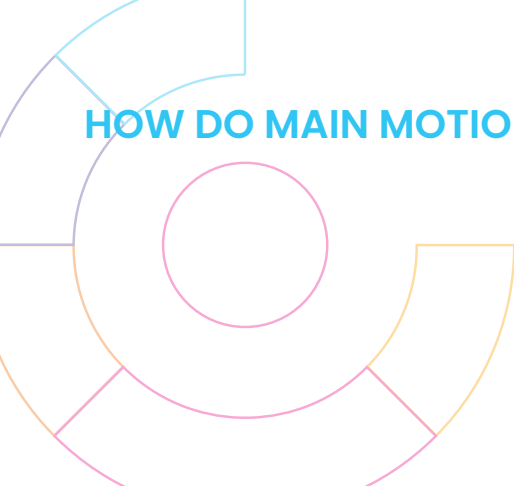


WHAT ARE THE DIFFERENT TYPES OF MOTIONS?

Main Motions – Main motions propose **substantive action**. They include nearly any proposal related to the objectives of a group.

Secondary Motions – Secondary motions propose **procedural action**. They relate to *how* a group considers a main motion.

HOW DO MAIN MOTIONS AND SECONDARY MOTIONS WORK TOGETHER?



Ranking Motions

- Most secondary motions are ranked.
- Ranking motions are generally made after a main motion is made.
- Ranking motions must be discussed and voted on in a specific order.
- The motion at the top of the list has the highest rank.
- The motion at the bottom of the list has the lowest rank.
- Once a ranked motion is made, the group should discuss and vote on that motion.
- While it is being discussed, only motions above it/higher in rank may be made.
- Discuss and vote on the motion with the highest rank first.

Incidental Motions

- Incidental motions are not ranked.
- Incidental motions may be made any time they are applicable to current proceedings.

Motions Quick Guide

Robert's Rules of Order Newly Revised, 12th ed.



ABBREVIATIONS		V VOTE NEEDED	
I	Can Interrupt	M	Majority Vote Required
S	Second Required	C	Chair Rules
D	Debatable	1	One Member Can Demand
A	Amendable	2/3	Two-thirds Vote Required

Ranking Motions	I	S	D	A	V
Fix the Time to Which to Adjourn <i>Set a time to continue the meeting</i>		S		A	M
Adjourn <i>Close the meeting</i>		S			M
Recess <i>Take a short break</i>		S		A	M
Question of Privilege <i>Raise an urgent issue</i>	I			A	C
Call for the Orders of the Day <i>Insist that the agenda be followed</i>	I				1
Lay on the Table <i>Set aside business temporarily</i>		S			M
Previous Question <i>Close debate</i>		S		A	2/3
Limit/Extend Debate <i>Control the amount of debate</i>		S		A	2/3
Postpone to a Specific Time <i>Set a later time for consideration</i>		S	D	A	M
Refer to Committee <i>Delegate the motion to a group</i>		S	D	A	M
Amend <i>Modify the wording of a motion</i>		S	D	A	M
Postpone Indefinitely <i>Kill a motion</i>		S	D		M
Main Motion		S	D	A	M

Incidental Motions	I	S	D	A	V
Point of Order <i>Question the proceedings</i>	I				C
Appeal <i>Challenge a decision of the chair</i>	I	S	D		M
Request for Information <i>Clarify substantive information</i>	I				C
Parliamentary Inquiry <i>Clarify a procedural rule</i>	I				C
Division of the Assembly <i>Challenge the accuracy of a vote</i>	I				1
Suspend the Rules <i>Permission to violate a rule</i>		S			2/3

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