

Robert's Rules Made Eas(ier)

Jean Block, Jean Block Consulting, Inc.

To Introduce Business – Make a Primary Motion:

"I move that..."

- You may not interrupt the speaker.
- The motion must be seconded.
- The motion is debatable and amendable and requires a majority vote to carry the motion.

To Amend a Motion:

"I move that this motion be amended by..."

- You may not interrupt the speaker.
- The motion must be seconded.
- It is debatable and amendable and requires a majority vote to carry the motion.

To Suspend Further Consideration about Something:

"I move we table [it]."

- You may not interrupt the speaker.
- The motion must be seconded.
- It is not debatable or amendable.
- A majority vote is required to carry the motion.

To End the Debate:

"I move the previous question."

- You may not interrupt the speaker.
- The motion must be seconded.
- It is debatable and amendable and a two-thirds vote is required to carry the motion.

You may move to postpone an issue or decision until a future definite time by saying, "I move we postpone this matter until..."

- You may not interrupt the speaker.
- The motion must be seconded.
- It is debatable and amendable and a two-thirds vote is required to carry the motion.

To Object to Procedure or to a Personal Affront:

"Point of order."

- You may interrupt the speaker.
- No second is needed.
- The motion is not debatable or amendable and no vote is required.
- The chair decides the matter.

To Ask for a Vote by Actual Count to Verify a Voice Count:

"I call for a division of the house."

- You may not interrupt the speaker.
- No second is needed.
- It is not debatable or amendable.
- No vote is required unless someone objects.
- In this case, a majority is required to carry the motion.

To Vote on a Ruling by the Chairperson:

"I appeal the chairperson's ruling."

- You may interrupt the speaker.
- It must be seconded.
- It is debatable but is not amendable.
- A majority in the negative is required to reverse the chair's decision.

To Adjourn the Meeting:

"I move that we adjourn."

- You may not interrupt the speaker.
- It must be seconded.
- It is not debatable or amendable.
- A majority vote is required to carry the motion.