

ROBERT'S RULES CONDENSED

A summary of useful motions in Robert's Rules of Order 12th Edition.

Motions to process business and to manage the general conduct of the meeting.

Motion and Purpose	Example of what you would say	Second Needed?	Debatable?	Amendable?	Required Vote	Interrupt another?
Adjourn (End the meeting)	"I move to adjourn the meeting."	Yes	No	No	Majority	No
Recess (Take a short break)	"I move to recess for twenty minutes."	Yes	No	Yes	Majority	No
Raise a Question of Privilege (Request relating to the assembly)	"I rise to a question of privilege affecting the assembly."	No	No	No	Decision of Chair	Yes (if urgent)
Lay on the Table (Set aside for something urgent)	"I move that Resolution #1 be laid on the table."	Yes	No	No	Majority	No
Previous Question (End debate and vote immediately)	"I move the previous question."	Yes	No	No	2/3	No
Limit or Extend Debate (Adjust debate time)	"I move that we extend debate time for 10 minutes."	Yes	No	Yes	2/3	No
Postpone to a Certain Time (Defer action to a later time)	"I move to postpone this until 1 pm."	Yes	Yes	Yes	Majority	No
Motion to Refer (Send the motion to committee)	"I move to refer this to the resolutions committee."	Yes	Yes	Yes	Majority	No
Amend an Amendment (Change wording of a pending amendment)	"I move to amend the amendment by..."	Yes	Yes	No	Majority	No
Amend (Change the wording of a motion)	"I move to amend by"	Yes	Yes	Yes	Majority	No
Postpone Indefinitely (Suppresses action on a motion)	"I move to postpone Resolution #1 indefinitely."	Yes	Yes	No	Majority	No
Main motion (Introduce business)	"I move that we adopt Resolution #1."	Yes	Yes	Yes	Majority	No

Incidental motions that relate to processing business.

Motion and Purpose	Example of what you would say	Second Needed?	Debatable?	Amendable?	Required Vote	Interrupt another?
Point of Order (Remedy a violation of the rules)	"I rise to a point of order."	No	No	No	Decision of Chair	Yes (if urgent)
Appeal (Challenge the ruling of the Chair)	"I appeal from the ruling of the Chair."	Yes	Yes*	No	Majority	Yes
Division of the Assembly (Retake vote as a standing vote)	"I call for a division." Or simply "Division!"	No	No	No	None	Yes
Parliamentary Inquiry (Ask a question about procedure or rules)	"I rise to a parliamentary inquiry regarding..."	No	No	No	None	Yes (if urgent)
Request for Information (Ask a question about pending business)	"I have a question regarding Resolution #1."	No	No	No	None	Yes (if urgent)

*an appeal is debatable unless it relates to indecorum, a violation of the speaking rules, a violation of the priority of business, or is made concerning an undebatable question.