

Robert's Rules of Order – Quick Guide

Chart 1

To	You say	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Motion to Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Point of Privilege (complaint about noise, room temp., etc.)	"Point of privilege"	Yes	No	No	No	Co-chair decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	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 order of precedence.

When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above.

Chart 2

To	You say	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order	Yes	No	No	No	Co-chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only 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 **Chart 1** (Motion to Adjourn, Recess, or Point of Privilege).*

PROCEDURE FOR HANDLING A MAIN MOTION

Note: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor: A member raises their hand when no one else has the floor and the co-chair recognizes the member by name

How the motion is brought before the AAC

- The member makes the motion: "I move that/to..." and resumes their seat
- Another member seconds the motion: "I second the motion./I second it./Second."
- The co-chair states the motion: "It is moved and seconded that... Are you ready for the question?"

Consideration 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 if they claim it properly.
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 if no one seeks the floor for further debate.

The co-chair puts the motion to a vote

1. The chair asks: "Are you ready for the question?" If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: "The question is on the adoption of the motion that... As many as are in favor, say 'Aye'." *Pause for response.* "Those opposed, say 'Nay'." *Pause for response.* "Those abstained please say 'Aye'."

The co-chair announces the result of the vote

- "The ayes have it, the motion carries, and (indicates effect of the vote)." OR
- "The nays have it and the motion fails."

When debating your motions...

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

Other options during a motion...

Refer to a Committee

You feel that an idea or proposal being discussed needs more study and investigation. After recognition, "Chairperson, I move that the question be referred to... (*specific subcommittee, AAA staff, others*)."

Limit Debate

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question. After recognition, "I move to limit discussion to [x] minutes per speaker."

Permission to Withdraw a Motion

You have made a motion and after discussion, are sorry you made it. After recognition, "I ask permission to withdraw my motion."

Point of Personal Privilege (*Example*)

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairperson, "State your point."
- Member: "There is too much noise, I can't hear."

Point of Order

It is obvious that the meeting is not follow proper rules. Without recognition, "I rise to a point of order. /Point of order."