## ROBERT'S RULES OF ORDER
(cheat sheet)

<table>
<thead>
<tr>
<th>Motions</th>
<th>May you interrupt speaker?</th>
<th>Seconder needed?</th>
<th>Can it be debated?</th>
<th>Can it be amended?</th>
<th>What is needed to approve it?</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Privileged Motions:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Raise a question of privilege (&quot;Point of privilege&quot;)</td>
<td>Yes, if necessary</td>
<td>No, unless it becomes a motion</td>
<td>No, unless it becomes a motion</td>
<td>No, unless it becomes a motion</td>
<td>Ruling by Chair, unless moved as a motion</td>
</tr>
<tr>
<td>Fix a time at which to adjourn</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Adjourn (immediately)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Recess (take a short break)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
<tr>
<td><strong>Subsidiary Motions:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Table a motion</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Limit or extend debate on pending motion</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Two-thirds vote</td>
</tr>
<tr>
<td>Postpone a motion to a specified time</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Call the question (also known as moving the previous question; it means asking for a vote)</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Two-thirds vote</td>
</tr>
<tr>
<td>Motions</td>
<td>May you interrupt speaker?</td>
<td>Seconder Needed?</td>
<td>Can it be debated?</td>
<td>Can it be amended?</td>
<td>What is needed to approve it?</td>
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<td>-------------------------------</td>
<td>-----------------------------</td>
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<td>---------------------</td>
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<td>-------------------------------</td>
</tr>
<tr>
<td><strong>Subsidiary Motions</strong> (Cont):</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refer pending motion to Committee</td>
<td>No</td>
<td>Yes</td>
<td>Yes on whether to refer or not</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Amend a motion</td>
<td>No</td>
<td>Yes</td>
<td>Yes, if the motion is debatable</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Amend an amendment to a motion</td>
<td>No</td>
<td>Yes</td>
<td>Yes, if amendment debatable</td>
<td>No</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Postpone a motion indefinitely</td>
<td>No</td>
<td>Yes</td>
<td>Yes on both main motion and motion to postpone</td>
<td>No</td>
<td>Majority vote</td>
</tr>
<tr>
<td><strong>Incidental Motions:</strong></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Raise a point of order</td>
<td>Yes</td>
<td>No</td>
<td>No, unless the Chair asks Council to decide</td>
<td>No</td>
<td>Ruling by Chair, or majority if Council decides</td>
</tr>
<tr>
<td>Appeal a decision of the chair</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Raise a point of information</td>
<td>Yes, if speaker consents</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No vote is taken</td>
</tr>
<tr>
<td>Request leave to withdraw a motion</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Divide a motion</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
<tr>
<td>Consider a motion in parts</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
<tr>
<td><strong>Main Motions:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Move a motion</td>
<td>No</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Majority vote</td>
</tr>
</tbody>
</table>