

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

Motions	May you interrupt speaker?	Seconder needed?	Can it be debated?	Can it be amended?	What is needed to approve it?
Privileged Motions:					
Raise a question of privilege ("Point of privilege")	Yes, if necessary	No, unless it becomes a motion	No, unless it becomes a motion	No, unless it becomes a motion	Ruling by Chair, unless moved as a motion
Fix a time at which to adjourn	No	Yes	No	Yes	Majority vote
Adjourn (immediately)	No	Yes	No	No	Majority vote
Recess (take a short break)	No	Yes	No	Yes	Majority vote
Subsidiary Motions:					
Table a motion	No	Yes	No	No	Majority vote
Limit or extend debate on pending motion	No	Yes	No	Yes	Two-thirds vote
Postpone a motion to a specified time	No	Yes	Yes	Yes	Majority vote
Call the question (also known as moving the previous question; it means asking for a vote)	No	Yes	No	No	Two-thirds vote

Motions	May you interrupt speaker?	Secunder Needed?	Can it be debated?	Can it be amended?	What is needed to approve it?
Subsidiary Motions (Cont):					
Refer pending motion to Committee	No	Yes	Yes on whether to refer or not	Yes	Majority vote
Amend a motion	No	Yes	Yes, if the motion is debatable	Yes	Majority vote
Amend an amendment to a motion	No	Yes	Yes, if amendment debatable	No	Majority vote
Postpone a motion indefinitely	No	Yes	Yes on both main motion and motion to postpone	No	Majority vote
Incidental Motions:					
Raise a point of order	Yes	No	No, unless the Chair asks Council to decide	No	Ruling by Chair, or majority if Council decides
Appeal a decision of the chair	Yes	Yes	Yes	No	Majority vote
Raise a point of information	Yes, if speaker consents	No	No	No	No vote is taken
Request leave to withdraw a motion	Yes	No	No	No	Majority vote
Divide a motion	No	Yes	No	Yes	Majority vote
Consider a motion in parts	No	Yes	No	Yes	Majority vote
Main Motions:					
Move a motion	No	Yes	Yes	Yes	Majority vote