

ROBERT'S RULES OF ORDER MOTIONS

CHEAT SHEET

Motions are the lifeblood of parliamentary procedure. Here the most common are summarized, along with some specifics about each common motion's application. Our cheat sheet is broken into three sections: main motions, incidental motions, and motions that bring a question again before the assembly. These sections have the following information associated with each listed motion:

» **INTENT**

What does the speaker hope to achieve by putting forth this motion? Every motion serves a specific purpose.

» **YOU SAY**

This is the nomenclature associated with each purpose for putting forth a motion.

» **INTERRUPT?**

Is this motion allowed to be used to interrupt the current business?

» **2ND?**

Does this motion require a second to be considered by the assembly?

» **DEBATE?**

Can this motion be debated?

» **AMENDABLE?**

Can this motion be amended?

» **VOTE?**

Can this motion be put to a vote? If so, how much of the present assembly is required to pass the motion?

» **MAIN MOTIONS**

These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

INTENT	YOU SAY	INTERRUPT?	2nd?	DEBATE?	AMENDABLE?	VOTE?
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take break	I move to recess for...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3

Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that [or "to"]...	No	Yes	Yes	Yes	Majority

INCIDENTAL MOTIONS

These incidental motions are not presented in a particular order of precedence. These motions arise incidentally and are decided on immediately.

INTENT	YOU SAY	INTERRUPT?	2nd?	DEBATE?	AMENDABLE?	VOTE?
Enforce rules	Point of order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

These motions may only be introduced when no others are pending. Not presented in order of precedence.

INTENT	YOU SAY	INTERRUPT?	2nd?	DEBATE?	AMENDABLE?	VOTE?
Take matter from table	I move to take from the table...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	2/3 or majority with notice
Reconsider motion	I move to reconsider...	No	Yes	Varies	No	Majority