

## Robert's Rules of Order Cheat Sheet for LD 3

### Tips and Reminders for Chairpersons

RRO was developed to ensure that meetings are fair, efficient, democratic and orderly. A chairperson allows all members to voice their opinions in orderly manner so everyone in the meeting can hear and be heard. The following tips and reminders will help chairpersons to run a successful and productive meeting without being run over or running over others.

- Follow the agenda to keep the group moving toward its goals.
- Let the group do its own work; don't over command.
- Control the flow of the meeting by recognizing members who ask to speak.
- Let all members speak once before allowing anyone to speak a second time.
- When discussions get off-track, gently guide the group back to the agenda.
- Model courtesy and respect and **insist** that others do the same.
- Keep an emotional pulse on the discussions.
- Allow a consensus to have the final authority of the group.
- All board members should be familiar with Robert's Rules of Order.

### Robert's Rules Basics

- Model and insist on courtesy and respect.
- Teach members to use "**point of order**" and to "**appeal**" your decisions.

### Robert's Rules of Order Motion Steps

**TIP!** If the board is in obvious agreement, the chairperson may save time by stating, "If there is no objection, we will adopt the motion to..." Then wait for any objections. Then, "Hearing no objections, (state the motion) is adopted." And then state any instructions.

#### The 6 Types of Motions

##### **1. Main Motion:**

- Introduce a new item

##### **2. Subsidiary Motion:**

- Change or affect how to handle a main motion (vote on this before the main motion)

##### **3. Privileged Motion:**

- Urgent or important matter unrelated to pending business

##### **4. Incidental Motion:**

- Questions procedure of other motions (must consider before the other motion)

##### **5. Motion to Table:**

- Kills a motion

##### **6. Motion to Postpone:**

- Delays a vote (can reopen Debate on the main motion)
- Listen to each person speaking as if no one else is in the room.
- When in doubt, ask the group! The group is the final authority.

**NOTE:**

**Prepare Motions ahead of time.**

**Plan for Subsidiary Motions when possible.**

**Be concise and don't drone on.**

- Motion: A member rises or raises a hand to signal the chairperson.
- Second: Another member seconds the motion, usually immediately.
- Restate motion: The chairperson restates the motion.
- Debate: The members debate the motion, in turn.
- Vote: The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
- Announce the vote:  
The chairperson announces the result of the vote and any instructions.

Motion	1	2	3	4	5
A Main Motion	X	-	-	X	-
Postpone Indefinitely	X	-	-	-	-
Amend	X	-	-	X	-
Commit or Refer	X	-	-	X	-
Postpone to a Certain Time	X	-	-	X	-
Limit or Extend Limits of Debate	-	-	-	-	X
Previous Question	-	-	-	-	X
Lay on the Table	-	-	-	-	-
Call for the Orders of the Day	-	X	-	-	-
Raise a Question of Privilege	-	X	-	-	-
Take a Recess	-	X	a	X	-
Adjourn	-	X	b	-	-
Fix the Time to which to Adjourn	-	X	c	X	-

**Columns:**

1 - Debatable

2 - Usually Privileged

3 - Not always privileged:

a - Privileged only when made while other business is pending.

b - Loses its privileged character and is a main motion if in any way qualified, or if its effect, if adopted, is to dissolve the assembly without any provision for its meeting again.

c - Privileged only when made while another question is pending, and in an assembly that has made no provision for another meeting on the same or the next day.

4 - Can be amended

5 - Require a 2/3 vote for their adoption; the others require only a majority

### Requesting Points of Something

- Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away.  
**Board members can declare a Point of Order, Point of Information, Point of Inquiry or Point of Personal Privilege.**
- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a nondebatable statement) so that the other members can make fully informed votes.
- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

## Robert's Rules of Order Cheat Sheet for LD 3

### *SIX Steps to Presenting Any Motions*

**1) Obtaining the floor**

- a) When last speaker has finished, rise and address the Chair by saying, "Madame Chairman" or "Mr. Chairman."
- b) Wait until the Chair recognizes you.

**2) Make Your Motion**

- a) Speak clearly. Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
- b) Avoid personalities and stay on your subject.

**3) Wait for Someone to Second Your Motion**

- a) Another member will second your motion, usually immediately, or the Chair will call for a second.
- b) If there is no second to your motion it is lost.

**4) The Chair States Your Motion**

- a) The Chair will say, "it has been moved and seconded that we ..." Thus, placing your motion before the membership for consideration and action.
- b) The membership then either debates your motion or may move directly to a vote.
- c) Once your motion is presented to the membership by the chair, it becomes "assembly property" and cannot be changed by you without the consent of the members.

**5) Expanding on Your Motion**

- a) The time for you to speak in favor of your motion is at this point in time, rather than at the time you presented it.
- b) The mover is always allowed to speak first.
- c) All comments and debate must be directed to the chair.
- d) Keep to established time limit for speaking.
- e) The mover may speak again only after other speakers are finished, unless called upon by the Chair. \*Only speak once on appeal.
- f) Chair cannot "kill" discussion by putting the question prematurely, nor let debate languish beyond the established time.

**6) Putting the Question to the Membership**

- a) The Chair asks, "Are you ready to vote on the question?"
- b) If there is no more discussion, a vote is taken.
- c) On a motion to move the previous question may be adapted.

**Motions are RANKED by hierarchy –**

- \*Motion to Reconsider is only for same session & may only be brought by member of prevailing side.
- \*Motion to Rescind is only for items in a previous session on a different day.

ACTION	What to Say	Can Interrupt Speaker	Need a Second	Can be Debated	Can be Ammended	Votes Needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Ammend a motion	"I move to amend the motion by..." (Add or strike words or both)	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we refer the matter to committee"	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone the matter until..."	No	Yes	Yes	No	Majority
End debate	"I move the previous question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	<b>No</b>	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	<b>No</b>	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	<b>No</b>	No	Majority
Request information	"Point of information."	Yes	No	<b>No</b>	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend the allotted time	"I move to extend the time by __ minutes."	No	Yes	<b>No</b>	Yes	2/3
Enforce the rules or point out incorrect procedure	"Point of order."	Yes	No	<b>No</b>	No	No vote
Table a motion	"I move to table..."	No	Yes	<b>No</b>	No	Majority
Verify voice vote with count	"I call for a division."	No	No	<b>No</b>	No	No vote
Object to considering some undiplomatic matter	"I object to the consideration of this matter..."	Yes	No	<b>No</b>	No	2/3
Take up a previously tabled item	"I move to take from the table..."	No	Yes	<b>No</b>	No	Majority
*Reconsider something already disposed of	"I move to reconsider our action to..."	Yes	Yes	Yes	Yes	Majority
Consider something out of its scheduled order	"I move to suspend the rules and consider..."	No	Yes	<b>No</b>	No	2/3
Close the meeting for executive session	"I move to go into executive session."	No	Yes	<b>No</b>	No	Majority
Personal preference- noise, room, temperature, distractions	"Point of priveledge."	Yes	No	<b>No</b>	No	No vote