

Robert's Rules of Order

A Reference Guide

Move the motion

Before an agenda item can be discussed a "motion must be on the floor".

Second the motion

To discuss the motion, a person must "second" it to indicate that the item is worth discussing.

Discuss the motion

Once seconded, the opportunity arises for members to discuss the motion. If you:

- Wish to speak – raise your voting card and the Chair will recognize you in turn, or line up at the appropriate microphone.
- Have a question that's preventing you from following the discussion – request a "Point of Information"
- Are impaired in participating in the discussion – request a "Point of Personal Privilege"
- Question the process – request a "Point of Order"

Amend the Motion

If you feel that the motion should be altered, wait until your turn on the speaker's list and move an amendment. An amendment, once seconded, becomes the order of business.

- If an amendment passes – members discuss the main motion *as amended*.
- If an amendment fails – members return to discussing the original motion before the amendment was made.

Vote on the Motion or Amendment

There are two ways to move to a vote:

Exhausting the speaker's list

"Call the Question"

- If there are people on the speaker's list but you wish to end debate, "call the question".
- The Chair will ask if "there's any opposition to going to the question/vote" – if you are
- against going to the vote, raise your hand.

- If there is opposition, the chair will ask for a motion “to move to the vote” – if this motion passes with 2/3 majority, members will now vote on the motion. If the motion fails, discussion on the motion resumes.

Point of Order

If you question whether Robert’s Rules have been misinterpreted or misused.

Point of Information

To ask a clarifying question so that you may follow the discussion.

Point of Personal Privilege

If your personal participation in the meeting is impaired.

Challenge the Chair

If you wish to challenge the Chair’s ruling – the Chair then asks for a motion to “uphold the chair” and a vote is taken. A vote of the members will decide whether the ruling stands.

Table

If you believe a decision on a motion needs to be postponed until a specific point in time. Once the motion has been seconded, the only discussion that can occur concerns the length of time of the tabling.

Withdrawing a motion

If a mover wishes to withdraw his/her motion, a request is made (the mover must be on the speaker’s list to do this). The motion can only be withdrawn if no one objects. If there is no objection, a motion to withdraw may be made which cannot be amended or debated and requires a simple majority to pass.

Rescind

A motion to rescind another motion is in order if it refers to a motion passed at another meeting on another day. This cannot be applied to actions that cannot be reversed. Requires $\frac{2}{3}$ majority.

Reconsider

A motion to reconsider is applicable to a motion that was passed at the same

meeting. Such a motion must be moved by someone who voted with the prevailing majority on the vote. 2/3 majority is required.

Suspension of Rules

A motion to suspend the rules of order must receive a 2/3 majority, is not debatable, cannot be amended, and cannot be reconsidered at the same meeting.

Adjourn

This motion takes precedence over all others. It is not debatable, cannot be amended, nor can a vote on it be reconsidered. A motion to adjourn cannot be made when another has the floor or after a question has been called and members are engaged in voting.