

# Parliamentary Procedure (Robert's Rules) Summary

<p style="text-align: center;"><u>Type and Description of Motion</u></p> <p><sup>1</sup> Unless introduced by a committee  <sup>2</sup> Listed in descending order of precedence  <sup>3</sup> If committee has not begun consideration of the question  <sup>4</sup> Affirmative vote only  <sup>5</sup> Negative vote (sustaining objection or withdrawal) only  * Ruled on by presiding officer  ** Must be enforced by the presiding officer on demand of one member unless set aside by a two-thirds vote  *** Must be enforced by the presiding officer on demand of one member</p>	Requires Second	Debateable	Amendable	Vote Required for Adoption	In order when another has the floor	Can Be Reconsidered
<b>1. Main Motion:</b> A formal stated or written proposal from a member or committee that requires action by the assembly.	yes <sup>1</sup>	yes	yes	majority	no	yes
<b>2. Subsidiary Motions<sup>2</sup>:</b> Motions that assist the assembly in dealing with a main motion.						
<i>a. Lay on the Table:</i> Allows the assembly to temporarily set aside the pending question to take care of other urgent items.	yes	no	no	majority	no	no
<i>b. Previous Question:</i> Curtails debate and calls for an immediate vote on the pending question before the assembly.	yes	no	no	2/3	no	yes
<i>c. Limit or Extend Limits of Debate:</i> Allowing for unusually shorter or longer debate on motions.	yes	no	yes	2/3	no	yes
<i>d. Postpone to a Certain Time (Postpone Definitely):</i> Delay consideration of a main motion to a later specified time.	yes	yes	yes	majority	no	yes
<i>e. Commit (Refer):</i> To send the pending question to committee for further investigation and/or rewording.	yes	yes	yes	majority	no	yes <sup>3</sup>
<i>f. Amend:</i> To modify the wording of a main motion	yes	yes	yes	majority	no	yes
<i>g. Postpone Indefinitely:</i> A motion that the assembly decline to take a position on the main question.	yes	yes	no	majority	no	yes <sup>4</sup>
<b>3. Privileged Motions<sup>2</sup>:</b> Motions for consideration of special matters of immediate and overriding importance which, without debate, should be allowed to interrupt consideration of anything else.						
<i>a. Fix the Time to Which to Adjourn:</i> To arrange the time and location of a continuation of current meeting.	yes	no	yes	majority	no	yes
<i>b. Adjourn:</i> To immediately end a meeting even if business is pending.	yes	no	no	majority	no	no
<i>c. Recess:</i> A short intermission of specified duration within a meeting.	yes	no	yes	majority	no	no
<i>d. Question of Privilege:</i> Questions the rights and privileges of assembly or members.	no	no	no	*	yes	no
<i>e. Orders of the Day:</i> Formal demand that the assembly take up business in proper order.	no	no	no	**	yes	no

## Parliamentary Procedure (Robert's Rules) Summary (cont.)

<p style="text-align: center;"><u>Type and Description of Motion</u></p> <p><sup>1</sup> Unless introduced by a committee  <sup>2</sup> Listed in descending order of precedence  <sup>3</sup> If committee has not begun consideration of the question  <sup>4</sup> Affirmative vote only  <sup>5</sup> Negative vote (sustaining objection or withdrawal) only  * Ruled on by presiding officer  ** Must be enforced by the presiding officer on demand of one member unless set aside by a two-thirds vote  *** Must be enforced by the presiding officer on demand of one member</p>	Requires Second	Debateable	Amendable	Vote Required for Adoption	In order when another has the floor	Can Be Reconsidered
<b>4. <u>Incidental Motions:</u> Incidental motions are procedural. They deal with process that must be decided before business can resume.</b>						
<b>a. <u>Point of Order:</u></b> Calling upon the presiding officer for a ruling and an enforcement of the regular rules.	no	no	no	*	yes	no
<b>b. <u>Appeal:</u></b> To refer a ruling of the presiding officer to the assembly for a vote (must occur immediately following the ruling).	yes	yes	no	majority	yes	yes
<b>c. <u>Point of Information:</u></b> Request Information from the presiding officer relevant to the question at hand (not parliamentary).	no	no	no	*	yes	no
<b>d. <u>Parliamentary Inquiry:</u></b> Request parliamentary assistance or clarification from the presiding officer.	no	no	no	*	yes	no
<b>e. <u>Division of the Assembly:</u></b> Demand a standing vote of the assembly.	no	no	no	***	yes	no
<b>f. <u>Division of a Question:</u></b> To divide a motion into parts and vote separately on each part.	yes	no	yes	majority	no	no
<b>g. <u>Object to Consideration:</u></b> To avoid consideration of a motion considered undesirable.	no	no	no	2/3	yes	yes <sup>5</sup>
<b>h. <u>Suspend the Rules:</u></b> Deviations from normal operating procedures (cannot suspend bylaws, statutes, etc).	yes	no	no	2/3	no	no
<b>i. <u>Consideration by Paragraph:</u></b> Consideration of the main motion by "paragraph" before the whole is voted on.	yes	no	yes	majority	no	no
<b>j. <u>Methods of Voting:</u></b> Motions relating to the methods of voting (e.g., ballot, roll call, etc).	yes	no	yes	majority	no	yes
<b>k. <u>Permission to Withdraw:</u></b> To withdraw (subject to maker approval) a motion from consideration by the assembly.	yes	no	no	majority	yes	yes <sup>5</sup>
<b>5. <u>Motions that Bring a Question Again Before the Assembly:</u></b>						
<b>a. <u>Take from the Table:</u></b> To make pending again before the assembly a motion previously laid on the table.	yes	no	no	majority	no	yes <sup>5</sup>
<b>b. <u>Rescind/Amend Something Previously Adopted:</u></b> Nullify or modify a previously adopted motion.	yes	yes	yes	2/3	no	yes <sup>5</sup>
<b>c. <u>Discharge a Committee:</u></b> To reclaim for the assembly a matter previously referred to a committee.	yes	yes	yes	2/3	no	yes <sup>5</sup>
<b>d. <u>Reconsider:</u></b> A motion to revisit, within the same meeting, a matter (must be made by a member of the prevailing vote).	yes	yes	no	majority	no	no