

ROBERT'S RULES OF ORDER NEWLY REVISED
RANKING MOTIONS

| | | | | |
|----|---------------------------------|----------|-----------|------------|
| 1 | Fix Time to Which to Adjourn | A | M | R |
| 2 | Adjourn | | M | |
| 3 | Recess | A | M | |
| 4 | <u>Question of Privilege</u> | | C | |
| 5 | <u>Orders of the Day</u> | | D | |
| 6 | Lay on the Table | | M | |
| 7 | Previous Question | | 2/3 | R |
| 8 | Limit (or extend) Debate | A | 2/3 | R* |
| 9 | Postpone - Definite Time | A | M* | R |
| 10 | Refer to Committee | A | M | R |
| 11 | Amend | A | M | R |
| 12 | Postpone Indefinitely | | M | R** |

Italic = No second required

Underline = may interrupt

Bold = debatable

A = amendable

R = may be reconsidered

M = majority vote

2/3 = 2/3 vote

D = on demand

C = chair rules

M* = 2/3 if made a special order

R* = unexecuted part only

R** = Affirmative only

Handling a Motion

(Member is recognized)

1. A member makes a motion

2. Another member seconds

("If there is no second, the question will not be considered")

3. Chair 'states' the question

("It is moved and seconded...")

(Don't start discussion until clarified;

Use a speaker's list to keep track)

4. Members debate the motion

(Enforce rules of debate & decorum)

5. Chair 'puts' the question

(Allows higher ranking motions, clearly establishes what vote is on)

6. Chair takes vote

(Choose the best voting method)

(Announce which side 'has it')

(Announce if motion passes or fails)

(Announce effect of vote)

ROBERT'S RULES OF ORDER NEWLY REVISED
INCIDENTAL MOTIONS

| | | | |
|---------------------------------|---|------|------|
| <u>Point of Order</u> | | C | |
| Appeal | | M- | R |
| <u>Object to Consideration</u> | | 2/3 | Neg. |
| Consider by Paragraph | A | M | |
| Divide the Question | A | M | |
| Suspend the Rules | | 2/3 | |
| <u>Division of the Assembly</u> | | D | |
| Nominations (making) | | none | |
| Nominations (reopening) | | M* | |
| <u>Point of Information</u> | | C | |
| <u>Parliamentary Inquiry</u> | | C | |
| Reconsider | | M | |
| Take from the Table | | M | |
| Rescind | | M+ | |

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M = majority vote

2/3 = 2/3 vote

D = on demand

C = chair rules

M- = Tie sustains chair

M+ = Majority w/notice,

2/3 w/o notice

*Close polls or nominations = 2/3 vote

Rules of Debate

1. The maker has the right to speak first

2. The chair should alternate 'pro' & con as much as possible

3. Each person only has the right to speak *once* to each debatable motion

4. A person may only speak a second time if there is no one wishing to speak who has not yet spoken

5. Once a person has spoken twice on a motion, they have exhausted their right to speak for that day.

6. Debate can be limited by a special rule or by a motion to limit debate.