

ROBERTS RULES OF ORDER

TO	YOU SAY	INTERRUPT SPEAKER	SECOND NEEDED	DEBATABLE	AMENDABLE	VOTE NEEDED
Adjourn	"Motion to Adjourn	No	Yes	No	No	Majority
Recess	Motion to recess for...	No	Yes	No	Yes	Majority
Complain about the noise, room temp etc	Point of Privilege	Yes	No	No	No	Chair Decides
Suspend further consideration of something	Motion to Table	No	Yes	No	No	Majority
End Debate	Call to Question	No	Yes	No	No	2/3
Postpone consideration	Motion to postpone until...	No	Yes	Yes	Yes	Majority
Amend a motion	Motion to Amend	No	Yes	Yes	Yes	

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that

TO	YOU SAY	INTERRUPT SPEAKER	SECOND NEEDED	DEBATABLE	AMENDABLE	VOTE NEEDED
Object to a procedure or personal affront	Point of Order	Yes	No	No	No	Chair decides
Request Information	Point of Information	Yes	No	No	No	None
Ask for vote by actual count to verify vote	Call for division of the vote	Must be done before new motion	No	No	No	None unless someone objects
Object to the motion that is improper or undiplomatic	Object to the consideration of this motion	Yes	No	No	No	2/3
Take up matter previously Tabled	Motion to take from the table...	Yes	Yes	No	No	Majority
Reconsider something already disposed of	Motion to reconsider ...	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	Motion to suspend the rules and move...	No	Yes	No	No	2/3
Appeal the ruling of the Chair	Motion to appeal the Chair's Decision	Yes	Yes	Yes	No	Majority

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

How the Motion is Brought Before the Assembly

- The member makes the motion
- Another member seconds the motion
- The chair states the motion: It is moved and seconded

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: Are you ready to vote on the motion? If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: The question is on the adoption of the motion that ... As many as are in favor, raise your voter card. (Pause for response.) Those opposed, Raise your voter card. (Pause for response.) Those abstained please raise your voter card.

The chair announces the result of the vote.

1. The motion carries, and ... (indicating the effect of the vote) or
2. The motion fails

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS MAIN MOTION

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Chairperson, I move that the motion be amended by adding the following words _____."
- After recognition, "Chairperson, I move that the motion be amended by striking out the following words _____."
- After recognition, "Chairperson, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Chairperson, I move that the question be referred to a committee made up of ..."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Chairperson, I move to postpone the question until..."

CALL TO QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Chairperson, Call to question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Chairperson, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Chairperson, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Chairperson, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Chairperson, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Chairperson, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Chairperson, I ask permission to withdraw my motion."

CALL FOR ORDER

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Chairperson, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairperson: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various manoeuvres. Also you want to keep out visitors and the press.

- After recognition, "Chairperson, I move that we go into a committee of the whole."

POINT OF ORDER It is obvious that the meeting is not following proper rules.

- Without recognition, "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

- Without recognition, "I appeal from the decision of the chair."