



Abbreviated Guide to Robert's Rules of Order

Rules are presented in order of presentation and precedence, from lowest to highest

Purpose	Wording	Interrupt	2nd	Debatable	Amendable	Vote Required	Related rules
Main motion (present business to the Board)	I move that...	NO	YES	YES	YES	Majority	
Amendment (Change the wording of a motion)	I move to amend the motion by...	NO	YES	YES	YES	Majority	An amendment to the amendment of the main motion is the final opportunity to change the wording of that initial amendment
To divide (When a motion is divided, each separate item must be presented as an individual question to be decided upon by vote)	I move to divide the question	NO	YES	NO	YES	Majority	An incidental motion - No order of precedence and must be dealt with immediately
To postpone the motion (If more information is required, or if another decision must be made before the decision on the floor can be made)	I move to postpone the motion...	NO	YES	YES	YES	Majority	For a temporary delay: A motion to lay the question on the table

Purpose	Wording	Interrupt	2nd	Debatable	Amendable	Vote Required	Related rules
To refer to a committee for research, etc.	I move to refer the motion to [committee name]	NO	YES	YES	YES	Majority	
To call the question (Stop discussion and vote on the motion)	I call the question	NO	YES	NO	NO	2/3 Vote	The Chair may maintain a "Speaker's List" to keep track of those wishing to debate the motion; Prior to asking for the question to be called, the Chair may ask if there is any objection to closing debate.
To limit/extend debate	I move that debate be limited/extended to...	NO	YES	NO	YES	2/3 Vote	
To reconsider a motion that has already been voted upon	I move to reconsider the motion to...	YES	YES	YES	NO	Majority	Generally, a motion to reconsider is presented when new information is presented; The mover must have voted on the original main motion; Motions to reconsider can only be heard at the same meeting as the original main motion.
To call for the orders of the day (require the Board to conform to its agenda)	I call for the orders of the day	NO	NO	NO	NO	A 2/3 Vote can set aside the call for the orders of the day	Upon a call by a single member the orders of the day must be enforced, except that a 2/3 vote can set them aside
To take a break	I move to recess for [amount of time]	NO	YES	NO	NO	Majority	
To Adjourn the meeting	I move to adjourn this meeting	NO	YES	NO	NO	Majority	An amendable motion can also be made to adjourn the meeting at a specific time

Incidental Motions take precedence over whatever is on the floor, which means an interruption may be warranted

Purpose	Wording	Interrupt	2nd	Debatable	Amendable	Vote Required	Related rules
Point of Order		YES	NO	NO	NO	N/A	A director may rise on a Point of Order if they feel the rules are not being followed, and as such business is proceeding incorrectly - The Chair must either agree or disagree with the point raised
Point of Information (Request for Information)		YES	NO	NO	NO	N/A	A director may rise on a Point of Information to ask a question of clarification of the comments of another speaker or of the proceedings. Such a point should be used by an individual to gather information for making an informed decision.
Parliamentary Inquiry		YES	NO	NO	NO	N/A	Directed to the Chair to obtain information on the rules of the organization related to the business at hand (Constitution, Robert's Rules, etc.)
Point of Privilege		YES	NO	NO	NO	N/A	When a director desires to make a request not covered by the above inquiries; A director should not interrupt on a Point of Privilege unless its urgency justifies it; Generally such matters are settled by unanimous consent or informally.
Appeal		YES (with conditions)	YES	YES (with conditions)	NO	Majority (tie favours the chair's ruling)	Appeal must be made at the time of the ruling; Director and Chair afforded time to justify their positions; votes in favour uphold the Chair's ruling