

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

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 is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to 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 voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PARLIAMENTARY PROCEDURE REMINDERS

1. **The Presiding Officer's duties:** To call the meeting to order, to conduct the business of the assembly, and to enforce rules.
2. **To gain recognition from the Presiding Officer:** While in committee, raise your placard to gain recognition from the Chair. On the Senate floor, raise your name placard and await recognition from the Chair.. You are not allowed to speak until the Chair has recognized you. Generally, he/she will say, "Senator _____, for what purpose do you rise?".
3. **How to place a motion on the floor:** Gain recognition from the chair; then state your motion by saying, "I move that"

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

4. **How to second a motion:** Simply call out the word "second". You need not rise or have recognition from the chair.
5. **How to amend a motion:** Gain recognition; then say , "I move to amend the motion by _____."
6. **How to stop rambling or extended debate:** Move the previous question, vote immediately on all motions before the house. This will include the main motion and any subsidiary motions.
7. **How to exercise personal privilege:** Rise without recognition, interrupt a speaker if necessary, and say " Mr. Chairman, personal privilege!" The Chair will say " State your privilege." You may ask whatever happens to be your privilege.(complain about heat, noise, air conditioning, etc.)
8. **How to call for division:** Without rising to gain recognition, simply call out "Division". This means you want the voting on a measure to be taken by a show of hands or by asking members to stand to indicate their vote. This is usually called when a voice vote has been taken which was so close it was hard to determine what the vote actually was.
9. **What does "question" mean when it is called out?"** This means the person who calls out **question** is ready to vote. It is not compulsory that the motion be put to vote, however it generally is if several people call the question.
10. **How do you put a motion to a vote?** The Chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote. The Chair says *The question is on the adoption of the motion that...As many as are in favor say 'Aye'* (Pause for responses) *Those opposed, say 'Nay'* (Pause for responses) *Those abstained please say 'Aye'*
The Chair then announces the result of the vote:
 1. *The ayes have it, the motion carries, and...* (indicating the effect of the vote) or
 2. *The nays have it and the motion fails*