

Robert's Rules Cheat Sheet

What you would like to do	in everyday terms	What to say in the meeting	Requires a second?	Can this be debated?	Needed to approve
Bring business before the General Membership	"We should do this...."	"I move that...."	Yes	Yes	Majority
Modify a pending motion	"I think this will make it better..."	"I move to amend that..."	Yes	Yes	Majority
Close debate	"Let's stop talking and vote."	"I move the previous question."	Yes	No	2/3 vote
Limit or extend debate	"We need time limits on this, people..."	"I move to limit/extend debate"	Yes	Yes	2/3 vote
Question	"There's something we need to know..."	"Point of information..."	No	No	no vote
Confusion	"What the heck is going on?"	"Point of clarification..."	No	No	no vote
Table a Motion	"Hang on, we should think about this for awhile..."	"I move to table this motion until..."	Yes	No	Majority
Refer to Committee	"We should have a committee look this over and report back..."	"I move to refer this issue to committee."	Yes	Yes	Majority

REGARDING A MOTION

- * After the motion is made and seconded (if made by a committee/board, no second is required) the Chair asks if there is any discussion.
- * The person making the motion presents their most compelling statement in favor of passing the motion.
- * Any other member wishing to speak begins by stating if they are speaking in favor or opposed to the main motion.
- * No member may speak twice before everyone else wishing to speak has spoken to the motion once.
- * During discussion, members may suggest modifying the motion; the mover can amend or not, or even withdraw the motion.
- * If the original mover does not wish to amend the motion, another member may make a motion to amend (a second and vote is required).
- * All remarks must be directed to the Chair and not in response to other members.
- * Committee reports/motions are merely recommendations. All motions presented are open for debate and changes can occur.