

## Robert's Rules of Order

# CHEAT SHEET

### Types of Motions

**Main Motion:** Introduce new item to be discussed and voted

**Subsidiary Motion:** Change or affect how to handle a main motion

**Privileged Motion:** A motion that is urgent and is unrelated to the business in the meeting

**Incidental Motion:** Question the procedure of the meeting and discussed motion

**Motion to Table:** Motion is tabled to another meeting or time

**Motion to Postpone:** Delays the vote to another meeting or time

### Motion Steps & Order

1. **Motion:** A member signals to the chairperson that they would like to make a motion, and states the motion

2. **Second:** A second member "seconds" the motion in support or to allow discussion to move forward

3. **Restate motion:** The chairperson repeats the motion to the floor, and for minute recording.

4. **Debate:** The members debate the motion (members may make amendments to the motion, or call to question).

5. **Vote:** The chairperson repeats the motion to the floor (including the new amendments). The chairperson calls the vote in the following order: in favour, against, and abstentions.

6. **Announce the vote:** The chairperson announces the results of the vote.

## Points in Robert's Rules of Order

**Point of Order:** A member makes a point of order to interrupt the speaker during a debate, or any other time there is a breach in the rules, or to highlight improper procedure.

For example: Member A: "I would like to make a point of order" Chair: "State your case" Member A: "We must vote on the minutes before proceeding."

**Point of Information:** A member can raise a point of information and interrupt the debate if they need more information or clarification on an item of discussion or motion. The point of information should not be used by the person calling the point, as a means of sharing information. The member making the point must be asking for clarification themselves.

For example: Member B: "I would like to make a point of information". Chair: "State your case". Member B: "Do we have quorum to make this vote?"

**Point of Inquiry:** A member may interrupt the speaker's list to ask for clarification about a report given, to make an informed vote.

For example: Member C: "I would like to make a point of inquiry"? Chair: "State your case". Member C: "Can you clarify item B. in the budget report?"

**Point of General Privilege:** A member may interrupt the speaker using a point of general privilege, to address discomfort in the space, that may affect all participants.

For example: Member D: "I would like to make a point of general privilege". Chair: "State your case". Member D: "It is cold in this room. Can we close the window?"

**Point of Personal Privilege:** A member may interrupt the debate and speaker using a point of privilege, to address a discomfort that is strictly related to themselves. This may include the need of assistance, accessibility, or discomfort made by another member.

For example: Member E: "I would like to make a point of personal privilege". Chair: "State your case". Member E: "I am feeling light headed. May I be excused?"

# How to Participate In a meeting

Action	You say	Can you interrupt the speaker?	Do you need a seconder?	Can your statement be debated?	Can your statement be amended?	Are there votes needed to move forward?
Introduce motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend motion	"I move to amend the motion by (add or strike words, or both)."	No	Yes	Yes	Yes	Majority
Move item to committee	"I move that we bring the matter to committee."	No	Yes	Yes	No	Majority
Postpone item	"I move to postpone this item until..."	No	Yes	Yes	No	Majority
End debate	"I move to question."	No	Yes	Yes	No	Majority
Object to procedure	"Point of order."	Yes	No	No	No	Chair decision
Recess the meeting	"I move that we recess until..."	No	Yes	No	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Request Information	"Point of information."	Yes	No	No	No	No vote
Overrule the chair's ruling	"I move to overrule the chair's ruling."	Yes	Yes	Yes	No	Majority
Extend discussion or meeting time	"I move to extend the time by _____ minutes."	No	Yes	No	Yes	2/3
Table a motion	"I move to table..."	No	Yes	No	No	Majority
Personal preference – comfortability	"Point of privilege."	Yes	No	No	No	No vote