ROBERT'S RULES OF ORDER
CHEAT SHEET

COMMON ACTIONS	CLASS	YOU SAY…	INTERRUPT SPEAKER	MUST BE SECONDED	DEBATABLE	AMENDABLE	VOTE REQUIRED	CAN BE RECONSIDERED
Propose a motion (Main motion)	M	"I move to…"	No	Yes	Yes	Yes	Majority	Yes
Postpone indefinitely (Kills a motion under debate.)	S	"I move to postpone the question indefinitely."	No	Yes	Yes	No	Majority	Affirmative vote only
Amend a motion (The assembly must agree to amend the motion and then agree on the amendment before the amendment can be the main motion.)	S	"I move to amend the motion by…"	No	Yes	If motion to be amended is debatable	Yes	Majority	Yes
Commit or refer	S	"I move to commit/refer the matter to a committee…"	No	Yes	Yes	Yes	Majority	If committee has not begun consideration of the question
Postpone definitely (Question is put off until an expressed time.)	S	"I move we postpone this matter until…"	No	Yes	Yes	Yes	Majority	Yes
Debate, Limit or extend (Give a reasonable length of time for consideration of the question.)	S	"I move to limit discussion to two minutes per speaker."	No	Yes	No	Yes	2/3	Yes
Debate, Close (Previous question: immediately closes debate and brings the assembly to vote on motion.)	S	"I move the previous question"	No	Yes	No	No	2/3	Yes
Lay on the table (Interrupts the current business to introduce urgent business immediately.)	S	"I move that the motion be laid on the table."	No	Yes	No	No	Majority	Negative vote only
Call for the orders of the day (Demand to take up the proper business in order.)	P	"I move for the orders of the day."	Yes	No	No	No	Must be enforced on demand of one member unless set aside by a 2/3 vote	No
Raise a question of privilege (Permits an urgent motion dealing with the rights and privilege of the members - e.g. complain about noise, room	P	"Point of privilege!"	Yes	No, but if raised as a motion, then must be	No	No	Chair Decides	No

Reference: RONR (12TH ed.) & RONR In Brief Guide (3RD ed.) - 7/19/2021 _ LACBA.ORG

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temp., intro of a confidential subject, etc.)				seconded				
Recess, if moved while business is pending (Gives the assembly a short break.)	P	"I move for a recess until…"	No	Yes	No	Yes	Majority	No
Adjourn (Closes the meeting.)	P	"I move to adjourn"	No	Yes	No	No	Majority	No
Fix the time to adjourn (Sets the time for the meeting to end.)	M	"I move to fix the time to adjourn at…"	No	Yes	Yes	Yes	Majority	Yes
Point of order (Meeting is not following proper rules.)	I	"I rise to a point of order," or "Point of order!"	Yes	No	No	No	Chair	No
Appeal (Overrule the chair's ruling.)	I	"I appeal from the decision of the chair."	Yes	Yes	Yes	No	Majority	Yes
Suspend the rules (Rules of order)	I	"I move to suspend the rules and consider…"	No	Yes	No	No	2/3	No
Objection to consideration of a question (Avoids a main motion if the assembly agrees that the motion should have never come before it.)	I	"I object to the consideration of the question."	Yes	No	No	No	2/3	Negative vote only
Division of a question (Separates different parts of a motion that can stand on their own.)	I	"I move to divide the question"	No	Yes	No	Yes	Majority	No
Division of the assembly (Requires the chair to take a vote by each member rising to give her/his vote.)	I	"Division!"	Yes	No	No	No	Demand of single member compels Division	No
Parliamentary inquiry (Question on parliamentary procedure or the organization's rules to the chair.)	I	"A parliamentary inquiry, please."	Yes	No	No	No	Not voted on, but is responded by the chair	NA
Point of information (Request information from the chair about the matter at hand, need not be seconded.)	I	Without recognition, "Point of information."	Yes	No	No	No	No	No
Request for permission to withdraw or modify a motion	I	"I request for permission to withdraw/modify the	If not granted by	Yes, if motion is	No	No	Majority	As to withdrawal,

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(Asks the chair for permission to withdraw or modify a motion already stated by the chair.)		motion …"	unanimous consent, can be moved by person requesting permission, or by another while the former has the floor	made by person requesting permission; no if, made by another member				negative vote only, as to modification, yes
Take from the table (Takes up a motion or an order of business that was earlier laid on the table.)	B	"I move to take from the table …"	No	Yes	No	No	Majority	No
Rescind (Takes back a main motion, amendment, bylaw, section, or paragraph that was presented and adopted.)	M/B	"I move to rescind the motion relating to …"	No	Yes	Yes	Yes	Majority	Negative vote only
Amend something previously adopted (Modifies a motion, amendment, bylaw, section, or paragraph that was presented and adopted.)	M/B	"I move to amend …"	No	Yes	Yes	Yes	Majority	Negative vote only
Reconsider (Assembly to reconsider a motion that was adopted *earlier that day*, but new information or a changed situation makes it appear that a different result might reflect the true will of the assembly.)	B	"I move that we now (or later) reconsider our action relative to…" **Note**: motion can only be made by member who voted on the winning side (be it for/against) and must be made on the same day action was taken.	Yes, when another has been assigned the floor, but not after they have begun to speak	Yes	Only if original motion was debatable	No	Majority	No

Key to classification symbols:

- M Main motion: brings a question to the assembly for debate and action.
- S Subsidiary motions: deal with the original main motion.
- P Privileged motions: do not relate to any business but take precedence over everything else in the assembly.
- I Incidental motions: deal with the procedure of the assembly at which point they take precedence over any other pending motions. These motions must be decided before business can continue.
- B Motions that bring a question again before the assembly.
- M/B Incidental main motions classed with motions that bring a question again before the assembly.

Table of Rules Relating to Motions was extracted from the Robert's Rules of Order Newly Revised (RONR) 12th Edition. Table above is NOT inclusive of all motions.

PROCEDURE FOR HANDLING MAIN MOTIONS

1. **Obtaining and Assigning the Floor**
   - **1.1.** Member raises hand when no one else has the floor.
   - **1.2.** The chair recognizes the member by name or title.

2. **How the Motion Gets Before the Assembly**
   - **2.1.** The member makes the motion after obtaining the floor by saying, "*I move that (or to)* ..." and they clearly describes the proposal. After making the motion, member immediately takes seat.
   - **2.2.** When a member has made a main motion, another member must second to be considered by the assembly by calling out, "*Second*!"
   - **2.3.** When a motion has been moved and seconded, the chair then states the question on the motion by saying, "*It was moved and seconded that* …" and then repeats the exact words of the motion made.

3. **Consideration of the Motion**
   - **3.1.** When a main motion has been stated by the chair, it is said to be "*on the floor*" and can be debated for action.
   - **3.2.** Right after stating the question, the chair usually acknowledges the maker of the motion to see if they wishes to be assigned the floor.
   - **3.3.** Before speaking in debate, members must obtain the floor as designated by the chair.
   - **3.4.** Debate is held on the merits of the question – whether the proposed action should be taken or not. See the Rules for Debate below.
   - **3.5.** During debate, other motions, as listed in the cheat sheet, may be made.

4. **The Chair "Puts" the Question**
   - **4.1.** When no one seeks the floor for debate, the chair may ask, "*Are you ready for the question?*"
   - **4.2.** The, if no one else seeks the floor for further debate, the chair says, "*The question is on the adoption of the motion that* …"
   - **4.3.** The chair then gives direction for the assembly to vote on the motion, most commonly by voice vote. The chair says, "*Those in favor of the motion say, 'aye.'* (Pause for responses.) *Those opposed, say 'no.'* (Pause for responses.) *Those abstained, say 'aye.'*"

5. **The Chair Announces the Result of the vote**
   - **5.1.** Reports which side "has it";
   - **5.2.** Declares that the motion is either adopted or lost; and
   - **5.3.** Indicates the effect of the vote, if necessary.
   - **5.4.** For example: the chair says, "*The ayes/noes have it, the motion is adopted/fails, and (indicates the effect of the vote)*."

6. **Unanimous Consent**
   - **6.1.** When there seems to be 'no opposition,' unanimous consent may be used to adopt or take some action without the necessity of having the chair state the question on a motion and put it to a vote.
   - **6.2.** The chair asks the assembly if there is any objection to taking the desired action, if no objections, the chair declares that the action has been agreed

to.

6.3. If any objections are expressed, the chair must then state the question on the motion and follow the formal process for handling a motion.

NOTE: There should be no debate on any matter without a motion being on the floor.

THE RULES FOR DEBATE

1. **Speech Limits in Debate**: members may speak in debate twice on any debatable motion on the same day for ten minutes each time (unless they obtained the consent of the assembly by 2/3 vote (see Debate, Limit or extend in cheat sheet above)). Debate time cannot be transferred.
2. **Preference in Recognition to Debate**:
   - **2.1.** The chair designates/recognizes the speaker.
   - **2.2.** Members must wait until another member who is speaking finishes.
   - **2.3.** Exceptions to the rule –
     - **2.3.1.** Make of the motion has a one-time right to preference in speaking about the motion; normally they is the first to speak after the chair states the question.
     - **2.3.2.** A member who has not yet spoken on a motion has preference over anyone who has already spoken on the motion.
     - **2.3.3.** The chair should try to alternate between speakers who favor and those who oppose a motion.
3. **Stick to the Subject:** debate should be held on the merits of the question – whether the proposed action should be taken or not.
4. **Debate Issues, Not Personalities:** under no circumstance can a member attack or question the motives of another member.
5. **Members must always abide by LACBA's Code of Civility** (NOT RONR).

EXECUTIVE SESSION

1. A motion to go into (or out of) executive session is a *question of privilege* and is adopted by a majority vote.
2. Only members of the assembly that is meeting, special guests, and designated staff as the body can remain in the meeting (as designated by the assembly).
3. The assembly may lift secrecy of action taken in an executive session by adopting a motion to do so, which is a motion to *Amend Something Previously Adopted* (see further details in cheat sheet above).
4. Approval of minutes of an executive session must be held only in executive session, unless what was reported in the minutes is not secret.
5. See LACBA's Standing Rules of Procedure Regarding Executive Session (NOT RONR).

For additional RONR resources, see RONR FAQs for commonly asked questions.