Robert's Rules of Order Summary Sheet

The Order of Business

1. Approval of minutes, membership reports, and financial reports
    a. You say: "You have received the minutes of the last meeting/month membership report/month financial report. Are there any corrections to the minutes/reports? [Pause]If there is no objection, the minutes are approved as printed and distributed to the members."
2. Reports of directors, officers, boards and standing committees. If the reports are printed and distributed before the meeting the chair only needs to ask the member presenting their report "Do you have any additions to the report as printed and distributed to the members? If no, Thank you." After verbal reports are given the chair simply says "thank you".
3. Discussion Items
4. Action Items

Main Motions

"The motion" is sometimes referred to as "the question". Both mean basically the same thing.

The motion process involves the following six steps:

1. A member makes a motion.
    a. Make sure that the motion states exactly what you want the organization to believe or do.
    b. You Say: I move that...
    c. Examples of two different kinds of motions:
        i. "I move that we form a committee to investigate the purchase of a computer."
            1. This motion only allows the committee to investigate the purchase, not to make the purchase.
        ii. "I move that we form a committee to purchase a computer."
            1. This motion authorizes the committee to purchase the computer.
2. Another member seconds the motion.
3. The chair states the motion, formally placing it before the assembly.
4. The members debate the motion.
    a. At this point the motion is considered pending. While a motion is pending, members can amend it, postpone it, put it aside, send it to a committee, and so on. If the discussion gets off track, you can ask: "Is there any further discussion on the motion to...".
5. The chair puts the question/motion to a vote.
    a. To begin, the chair should restate the motion to remind members of the exact issue they will be voting on. You say: "We will now vote on the motion to...".
    b. The chair should tell members to express their voice vote. You say: "All those in favor say 'Aye'". All opposed say 'No'".
6. The chair announces the results of the vote. This announcement should include the following four elements:
    a. Which side has the vote: "The affirmative has it "or "The negative has it".
    b. Whether the motion passed or failed: "The motion is adopted" or "The motion is lost."
    c. Effect of the vote: "And we will be purchasing a computer", "Our bylaws have been amended" or "Our bylaws have not been amended and will remain as they currently read".
    d. The next step: "The next business in order will be the report of the finance committee"
        i. The announcement will sound like: The affirmative has it. The motion to...is adopted and we will be....

References
Sylvester, Nancy. The Complete Idiot's Guide to Robert's Rules
"Roberts Rules of Order Motions Chart" http://www.robertsrules.org/motions.htm.

Robert's Rules Cheat Sheet

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Adjourn	"I move to adjourn."	No	Yes	No	No	Majority vote
Recess	"I move to recess for/until..."	No	Yes	No	Yes	Majority vote
Complain about hearing, comfort, etc.	"Point of privilege..."	Yes	No	No	No	Chair
End debate and vote on question	"I move the previous question."	No	Yes	No	No	Majority vote
Suspend further consideration of something	"I move to table this matter."	No	Yes	No	No	2/3 vote
Postpone deciding the question	"I move to postpone this matter until...	No	Yes	Yes	Yes	Majority vote
Amend a motion	"I move to amend this motion by..."	No	Yes	Yes	Yes	Majority vote
Introduce business (a main motion)	"I move that..."	No	Yes	Yes	Yes	Majority vote

The motions and points listed above are in order of preference. When a motion or point of inquiry is pending, only those listed *above* the pending point may be raised.

To:	Say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Decided by:
Redress any violation of the body's Rules	"Point of order..."	Yes	No	No	No	Chair
Request information	"Point of inquiry..."	Yes	No	No	No	N/A
Verify a recent voice vote by actual count (before next motion only)	"I call for division."	Yes	No	No	No	Majority vote
Prevent body from considering a matter	"I object to considering this question."	Yes	No	No	No	2/3
Consider a suspended matter	"I move to take from the table..."	Yes	Yes	No	No	Majority
Reconsider a previous motion	"I move to reconsider..."	Yes	Yes	No	No	2/3
Consider something out of schedule	"I move to suspend the rules to consider..."	No	Yes	No	No	2/3
Vote on the Chair's decision	"I appeal the Chair's decision."	Yes	Yes	Yes	No	Majority

The motions and points above have no precedence. Any of them may be raised in response to any motion or question, with the exception of the three items in gray (motion to adjourn, motion to recess, and point of privilege