

Robert's Rules of Order

(A Simple Reference Guide)

If you want to:	Do this:
Bring up a new idea.	After being recognized by the bishop, present your motion. It will need a second to be considered.
Object to a motion just presented.	Say, "I object to consideration of the motion." No need to wait to be recognized but you must object before debate begins.
Change the wording in a motion under debate.	After being recognized, move to amend by adding words and/or striking words.
Reword a motion under debate beyond simple word changes.	Move to substitute your motion for the original motion. Debate continues on both motions until a vote is taken.
Have more study given to the motion under debate.	Move to refer to a particular committee.
Have more time to personally study the item under debate.	Move to postpone debate to a definite time or date.
Limit debate to a set period of time or number of speakers.	Move to limit debate. Be specific with your request. This requires a 2/3 vote.
End debate.	Move to close debate or move the previous question. Both require a 2/3 vote.
Postpone a motion until a later time.	Move to table the motion.
Take a short break.	Move to recess for a set period of time.
End the meeting.	Move to adjourn.
Question the bishop's ruling on a vote.	Call for a "Division of the House" without being recognized.
Register a concern or complaint.	Request a "Point of Personal Privilege."
Ask for clarification about a motion.	Call for a "Point of Information" without being recognized. Be ready with your question.
Change your mind about something that was voted on earlier in the session for which you were on the winning side.	Move to reconsider. If the majority agrees with you, the motion is back on the floor.
Change an action voted on at an earlier session.	Move to rescind the previous action.

Language for Introducing Motions

For clarity and consistency, voting members should use the standard language of parliamentary procedure when introducing motions on the floor of the assembly. The chart below offers standard phrases used when introducing motions for various purposes.

If you wish to...	You say...
Close the meeting.	I move to adjourn.
Take a break.	I move to recess for [<i>specify time duration</i>] OR until [<i>time certain</i>].
Register a complaint.	I rise to a question of privilege.
Require the assembly to return to its agenda.	I call for the orders of the day.
Lay a matter aside temporarily.	I move to lay the question on the table.
Close debate.	I move the previous question.
Limit or extend debate.	I move that the debate be limited to...
Postpone to a certain time.	I move to postpone the motion to [time certain].
Refer the motion to a committee.	I move to refer the motion to [committee name].
Modify wording of the motion.	I move to amend the motion by...
Kill the main motion	I move that the motion be postponed indefinitely
Bring business before the assembly.	I move that... OR I move to...
Enforce the rules.	Point of order.
Submit a matter to the assembly after a ruling from the chair.	I appeal the decision of the chair.
Suspend the rules.	I move to suspend the rules.
Avoid a main motion all together.	I object to the consideration of...
Divide a motion.	I move to divide the question
Demand a rising vote.	I move for a rising vote.
Ask a parliamentary law question.	Parliamentary inquiry.
Request for information.	Point of information.
Take a matter from the table.	I move to take from the table...
Reconsider a motion.	I move to reconsider...
Cancel a previous action.	I move to rescind...