

**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.