



## Parliamentary Procedure Cheat Sheet

Based on *Robert's Rules of Order Newly Revised (10th Edition)*

**Main Motions.** These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Close meeting	I move to adjourn	No	Yes	No	No	Majority
Take a break	I move to recess for ...	No	Yes	No	Yes	Majority
Register complaint (cannot hear, too cold, etc.)	I rise to a question of privilege	Yes	No	No	No	None
Make the group follow the agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to ...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to ...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to ...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by ...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

**Incidental Motions.** No order of precedence. These motions arise incidentally and are decided immediately.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Enforce rules	Point of Order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
Divide up a complicated motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote (or Division of the House)	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None

**Motions That Bring a Question Again Before the Assembly.** No order of precedence. Introduce only when nothing else is pending.

PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
Take a matter from table	I move to take from the table ...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind ...	No	Yes	Yes	Yes	2/3 or Majority with advanced notice. This is used to repeal a previously passed motion. Portions of the passed motion that have already been irrevocably carried out cannot be repealed (e.g. money was already spent).
Reconsider motion	I move to reconsider ...	No	Yes	Varies	No	Majority. Motion to reconsider can only be made by somebody who voted in favor of the original motion, and only before the end of the meeting in which the original vote was taken. The required second can come from anyone.