

## Roberts Rules of Order Summary Chart

**PART 1, 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. § indicates the section from Robert's Rules.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§21	Close meeting	I move to adjourn	No	Yes	No	No	Majority
§20	Take break	I move to recess for...	No	Yes	No	Yes	Majority
§19	Register complaint	I rise to a question of privilege	Yes	No	No	No	None
§18	Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
§17	Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
§16	Close debate	I move the previous question	No	Yes	No	No	2\3
§15	Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2\3
§14	Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
§13	Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
§12	Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
§11	Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
§10	Bring business before assembly (a main motion)	I move that [or "to"]...	No	Yes	Yes	Yes	Majority

## SCHEDULES / AGENDAS

## Roberts Rules of Order Summary Chart (Cont'd)

**PART 2, Incidental Motions.** No Order of Precedence. These motions arise incidentally and are decided immediately.

§	PURPOSE:	YOU SAY:	INTERRUPT?	2ND?	DEBATE?	AMEND?	VOTE?
§23	Enforce rules	Point of Order	Yes	No	No	No	None
§24	Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
§25	Suspend rules	I move to suspend the rules	No	Yes	No	No	2\3
§26	Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2\3
§27	Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
§29	Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
§33	Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
§33	Request for information	Point of Information	Yes	No	No	No	None

**Part 3, 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?
§34	Take matter from table	I move to take from the table...	No	Yes	No	No	Majority
§35	Cancel previous action	I move to rescind..	No	Yes	Yes	Yes	2\3 or Majority with notice
§37	Reconsider motion	I move to reconsider...	No	Yes	Varies	No	Majority