

The Complete Idiot's Guide to Robert's Rules

Motion	Purpose	Interrupt speaker?	Second Needed?	Debatable?	Amendable?	Vote Needed
1. Fix the time to which to adjourn	Sets the time for a continued meeting	No	Yes	No ¹	Yes	Majority
2. Adjourn	Closes the meeting	No	Yes	No	No	Majority
3. Recess	Establishes a brief break	No	Yes	No ²	Yes	Majority
4. Raise a Question of Privilege	Asks urgent question regarding to rights	Yes	No	No	No	Ruled by chair
5. Call for orders of the day	Requires that the meeting follow the agenda	Yes	No	No	No	One member
6. Lay on the table	Puts the motion aside for later consideration	No	Yes	No	No	Majority
7. Previous question	Ends debate and moves directly to the vote	No	Yes	No	No	Two-thirds
8. Limit or extend limits of debate	Changes the debate limits	No	Yes	No	Yes	Two-thirds
9. Postpone to a certain time	Puts off the motion to a specific time	No	Yes	Yes	Yes	Majority ³
10. Commit or refer	Refers the motion to a committee	No	Yes	Yes	Yes	Majority
11. Amend an amendment (secondary amendment)	Proposes a change to an amendment	No	Yes	Yes ⁴	No	Majority
12. Amend a motion or resolution (primary amendment)	Proposes a change to a main motion	No	Yes	Yes ⁴	Yes	Majority
13. Postpone indefinitely	Kills the motion	No	Yes	Yes	No	Majority
14. Main motion	Brings business before the assembly	No	Yes	Yes	Yes	Majority
NOTE: Motions above are in the Order of Precedence of Motions.						
Point of order	Requests that the rules be followed	Yes	No	No	No	Ruled by chair
Appeal from the decision of the chair	Challenges a ruling of the chair	Yes	Yes	Depends ⁴	No	Majority ⁵
Suspend the rules	Allows the group to violate the rules (not bylaws)	No	Yes	No	No	Two-thirds
Objection to consideration	Keeps the motion from being considered	Yes ⁶	No	No	No	Two-thirds ⁷
Division of the question	Separates consideration of the motion	No	Yes	No	Yes	Majority
Division of the assembly	Requires a standing vote	Yes	No	No	No	One member
Parliamentary inquiry or point of information	Allows a member to ask a question about business at hand	Yes	No	No	No	Responded to by chair
Withdraw a motion (after stated by chair)	Removes a motion from consideration	Yes	Depends ⁸	No	No	Majority
Take from the table	Resumes considering a motion that was laid on the table	No	Yes	No	No	Majority
Reconsider	Considers a motion again	Yes ⁹	Yes	Depends ¹⁰	No	Majority
Rescind or amend something previously adopted	Repeals a previously adopted motion or amends it after it has been adopted	No	Yes	Yes	Yes	Depends ¹¹

1. Is debatable when another meeting is scheduled for the same or next day, or if the motion is made while no question is pending
2. Unless no question is pending
3. Majority, unless it makes question a special order
4. If the motion it is being applied to is debatable
5. Majority in negative required to reverse chair's decision

6. When another member has been assigned the floor, until debate has begun or a subsidiary motion has been stated by the chair
7. Two thirds against consideration sustains objection
8. Yes, if motion is made by person requesting permission; no, if made by another member

9. When another has been assigned the floor, but not after he has begun to speak
10. Only if motion to be reconsidered is debatable
11. a) a majority with notice; b) two thirds; or c) majority of entire membership

