

# Summary of Motions - Robert's Rules of Order

Motion	Remarks	Phrasing	Second	Debate	Amend	Vote
<b>→</b>	<b>Main Motions</b>	Formal proposal that recommends a course of action. It is made before the discussion.				
<b>Main</b>	Used to present new business	"I move that the Activities Board . . ." (note specific action)	Yes	Yes	Yes	Majority
<b>→</b>	<b>Secondary Motions <u>Subsidiary</u>:</b>	Helps the assembly dispose of the main motion. Adopting a subsidiary motion always does something to the main motion				
<b>Postpone Indefinitely</b>	Used to "kill" a motion during a meeting without taking a direct vote on it	"I move to postpone the motion indefinitely."	Yes	Yes	No	Majority
<b>Amend</b>	To change the pending motion before it is acted upon (to add or strike out words in the motion)	"I move to amend the pending motion by striking out or inserting the following words..."	Yes	Yes, if motion to amend is debatable	Yes	Majority
<b>Refer to a Committee</b>	Standing or AdHoc (appointed at any time) to investigate a proposal	"I move to refer the issue to a committee."	Yes	Yes	Yes	Majority
<b>Committee of the Whole</b>	Members of a large assembly act as a committee - allows members to speak an unlimited number of times to an issue. Vote not binding - recommends to assembly for later vote - Presiding officer appoints a chair for the committee	"I move to refer the issue to a committee of the whole."	Yes	Yes	Yes	Majority
<b>Postpone Definitely</b>	Used to put off or delay a decision until later in the meeting or until next meeting. Motion comes up under "unfinished business."	"I move that the pending motion be postponed until (note time)"	Yes	Yes	Yes	Majority
<b>Limit or Extend Limits of Debate</b>	To limit or extend the length of debate or to put a time limit on a particular motion	"I move to limit debate to five minutes per person."	Yes	No	Yes	Two-thirds
<b>Previous Question (Close Debate)</b>	Used to stop debate and immediately take a vote --Should be used when a member thinks the debate on the motion is tedious	"I move the previous question." or "I move to close the debate and take the vote immediately."	Yes	No	No	Two-thirds
<b>Lay on the Table</b>	To set the main motion aside temporarily to take up something of immediate urgency. Not intended to kill the motion or put off until the next meeting.	"I move to table the motion." or "I move to lay the motion on the table."	Yes	No	No	Majority

## Summary of Motions - Robert's Rules of Order

Motion	Remarks	Phrasing	Second	Debate	Amend	Vote
<b>➔</b>	<b>Secondary Motions: Privileged</b>	Do not relate to main motion, but to matters of immediate importance arising from meetings				
<b>Call for Orders of the Day</b>	To make the assembly conform to the agenda or order of business	Member: "I call for the orders of the day."	No	No	No	No vote unless to set aside "orders of the day"
<b>Raise a Question of Privilege</b>	Member makes a request relating to the rights of the member immediately	"Mr. President, I rise to a question of privilege." Chair: "Please state the question." Member: "I can't hear the speaker."	No	No	No	Chair Rules
<b>Recess</b>	For a short intermission	"I move to take a ten-minute recess."	Yes	No	Yes	Majority
<b>Adjourn</b>	To end a meeting immediately	Note reason. . ."I move to adjourn."	Yes	No	No	Majority
<b>➔</b>	<b>Secondary Motions: Incidental</b>	Deals with questions of procedure arising from pending business - Does not affect the business				
<b>Point of Order</b>	Used to remind or question the Chair of the by-laws or rules of order.	"I rise to a point of order" (await recognition of chair, state reason)	Yes	No	No	Chair Rules
<b>Appeal Rule of the Chair</b>	To disagree with the chair's ruling - Let members decide the disagreement	"I appeal the decision of the Chair."	Yes	Yes	No	Majority
<b>Division of the Assembly</b>	To doubt the result of the vote	"I call for a division of the vote." or "I doubt the result of the vote."	No	No	No	Vote retaken
<b>Suspend the Rules</b>	To set aside the rule of the assembly (except by-laws, charters) to speed up the process	"I move to suspend the rules."	Yes	No	No	Two-thirds
<b>Division of the Question</b>	To divide a motion with several topics into separate motions	"Madam President, I move to divide the motion into three parts."	Yes	No	Yes	Majority
<b>➔</b>	<b>Motion that brings question again before assembly</b>	This class of motions returns a motion to the assembly for reconsideration				
<b>Take from the Table</b>	To take a motion from the table	"I move to take from the table the motion relating to the pay increase."	Yes	No	No	Majority
<b>Reconsider</b>	To reconsider the vote on a motion - Only a member who voted on the prevailing side can make the motion	"I move to reconsider . . ."	Yes	If the motion is debatable	No	Majority